Accounts Receivable Processing

This guide walks you through steps for Entering and Maintaining Customers, Pending Items, Applying Payments, Maintenance Worksheets, Statements, Inquiries/Reviews, Queries and Reports related to these functions.

State of Vermont
Department of Finance & Management
VISION 8.8 Accounts Receivable Manual
Revised May 2012

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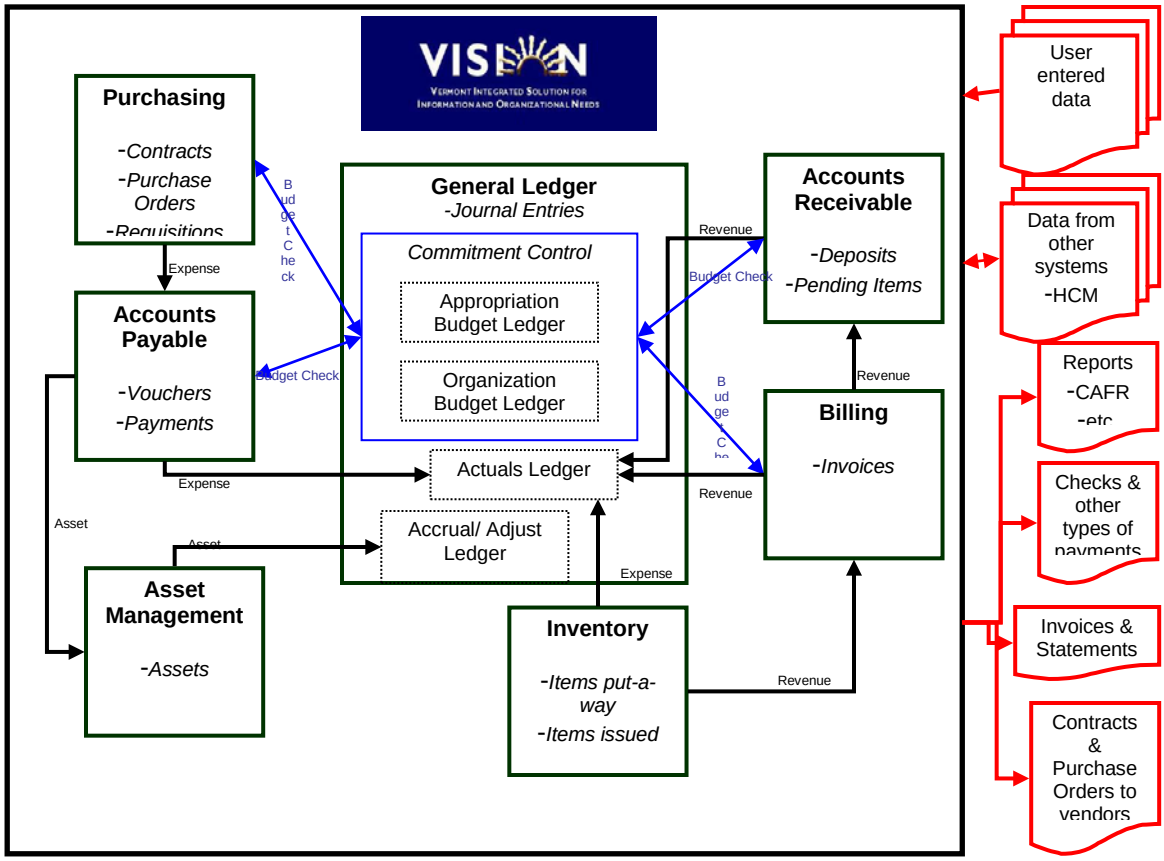
Revision to Manual

October 2010

- Enter Customer Deposit/Worksheet to Apply Payment On-Account

Introduction to Accounts Receivable

Overview of VISION Financial System



The Accounts Receivable module tracks customer transactions. Whether it is an invoice a pending item for a Refund, or Federal Draw. This module assists you in tracking receivables for customer(s).

If you use the Billing Module, you use the Load AR Pending Items process to interface these items to Accounts Receivables. Invoices are loaded as one pending group where the invoice # is the ItemID. When you enter pending items through a billing interface, the system edits external groups and identifies errors when the Receivable Update process runs overnight.

Receivables – Business Process, Reminders, Hints

General

- **MER Queries -** Run month end queries (anytime throughout the month) to check for open items (pending items, maintenance worksheet groups, Customer deposits etc..) that need to post or may be in error. (See Month End Closing Instructions Document) Sign into the Department of Finance & Management Web Site using the following navigation: Polices & Procedure> VISION Procedures, Scroll down to VISION Closing Instructions> Month End Closing Instructions for Actuals Ledger.

Enter Receivables

- Use a unique Item ID when entering a pending item – this will prevent the Dup Item Error, which is a VISION function to detect duplicate receivables. Key fields the ARUPDATE Process looks for in determining a duplicate item are: ItemID, Line # and Customer. If all three fields are the same it will produce a DUPITEM error.

Maintain Receivables

- Always run the VT_AR_OPEN_ITEMS_BU_AND_CUST query before creating a maintenance worksheet, to make sure the items have matching chartfield information.

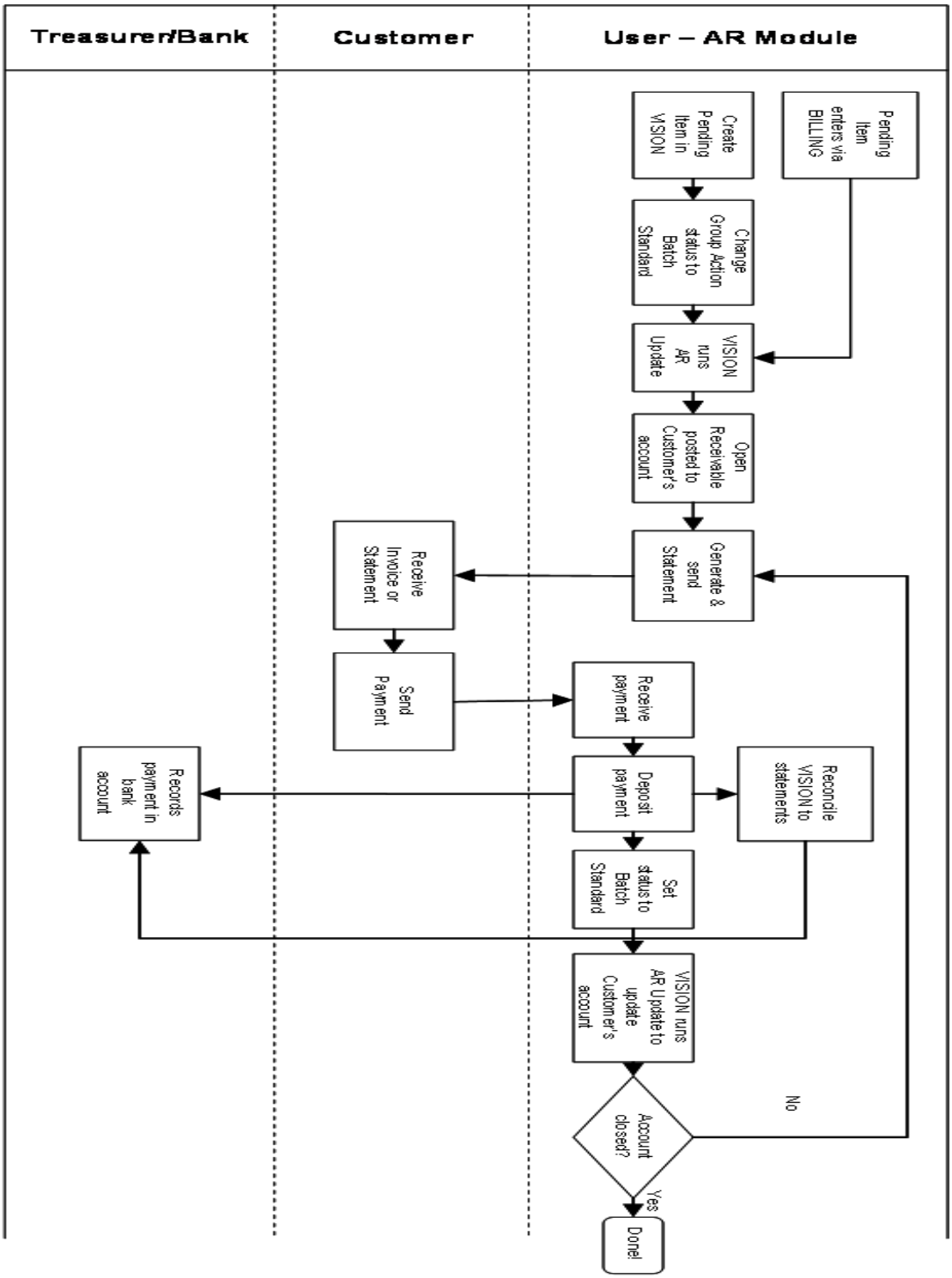
Collect Receivables

- Run A/R aging reports at least monthly to review all open receivables for validity and accuracy, and to determine if any of the open items need to be maintained (closed).
- You can run customer Statements (crystal reports) to mail out to customers as a helpful collection tool.

Unpost Payment/Pending Group

- Unposting can only occur within the Finance and Management Department. If you need a group or deposit unposted this can only occur within the open period. Example: If a payment is applied to the wrong customer you can request to have the payment unposted and reapply it to the correct customer. To do so you can e-mail Finance Support @ VISION-Helpdesk-FIN@state.vt.us You will need to supply the BU, Group# or Deposit # and PaymentID depending on what you are asking to have unposted.

Accounts Receivable Flowchart



Frequently asked Questions

- I'm trying to enter a refund in July for items sent back to the vendor in June but I keep getting a "**spending authority over budget**" budget check error. Why?
  You are getting that budget check error because expenditures for the current year are not sufficient to offset the refund. VISION allows refunds to be processed only when there are sufficient current year expenditures to offset the refund. Resolving this error is a two-step process. First, change the expense account to revenue account **485000** – Prior Year Refund of Expenditures. Second, when there are sufficient expenditures to offset the refund, you must do an ONL journal entry. The refund must be moved from the revenue account to the appropriate expenditure account, debit (+) revenue and credit (-) expense. When the ONL journal entry successfully budget checks and posts, expenditures are reduced and spending authority is increased by the amount of the refund. For more information refer to VISION Procedure #6 on the Finance & Management website. **Important note**…because this refund is for an expenditure posted in the prior fiscal year, the PY prefix on the Invoice Number and PY in the Journal Class fields must be used on these transactions.

- I have entered a pending group and I am now trying to inquire on the group but I am receiving the following error message: **No matching values were found.** To view groups that have posted through ARUPDATE the Navigation is: Accounts Receivable> Receivables Update> Posting Results-Pending Items> All Items W/Detail.

- Why is the Delete Deposit button grayed out when I try to delete a customer deposit?
  The delete button is not available (grayed out) once you build a worksheet. In order to delete the deposit you will need to delete all worksheets that have been built for that deposit.

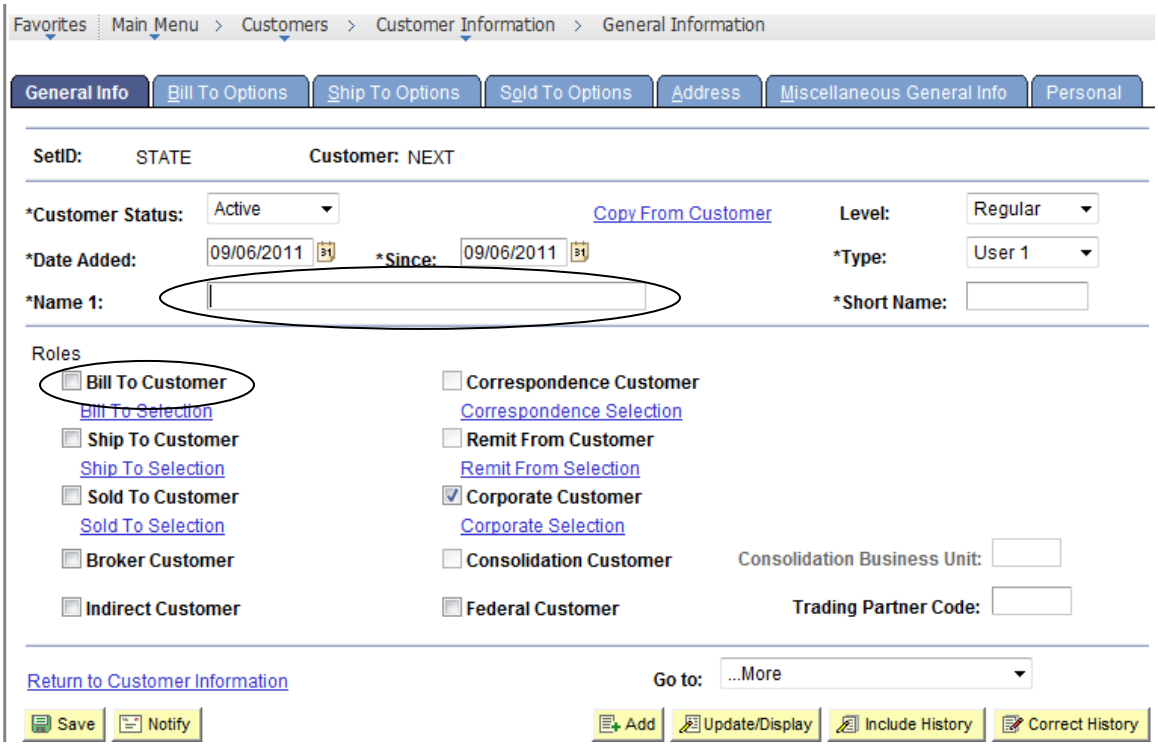
- How do I delete a customer deposit once I have already built the worksheet?
  In order to delete a customer deposit after a worksheet has been built, delete the worksheet by clicking on Delete Worksheet button on the Worksheet Action page. Navigation: Accounts Receivable> Payments> Online Payments> Apply Payments> Finalize Worksheet. Enter Deposit ID of the deposit you want to delete. Once in the Worksheet click on Worksheet Action link then click Delete Worksheet. Now navigate to: Accounts Receivable> Payments> Online Payments> Regular Deposit. Select the deposit to delete and on the Totals page the Delete Deposit button now is available. Click the Delete Deposit button. The customer deposit has been deleted.

- Why did my pending group error with this error message: **1CUST**?
  If you received this error message, you most likely will find that the customer was made inactive. If the customer was made inactive by mistake, request that the customer be changed back to active. Once the customer is active again set your group to batch standard. ARUPDATE process runs overnight the pending group will post to the customer's account.

- Why did my pending group error with this message: **ITDUP**?
  The pending item errored as a duplicate because the pending item used already exists. The ARUPDATE process checks for duplicates when posting pending items to customer's accounts. Online A/R pending items result in Duplicate Item errors when the same Item ID, Line and Customer Id are used on more than one A/R pending item group. To correct the error follow the exercise Inquire and Fix Online A/R Pending Item that did not post due to a "Duplicate Item" Error in this manual.

Customer Pages and Descriptions

General Info page



Customer Status – Defaults as active. You cannot post pending items to inactive customer accounts. Account information, however, appears on the customer pages and remains part of historical information.

Date Added & Since – Enter the date when you established this customer in the system. You can also specify that the customer has been a customer since a certain date, which may or may not be the date added. The current date appears by default for both fields. In add mode, you can change the effective date for all matching effective-dated customer records by changing the Date Added field.

Name 1 - Enter the customer's primary name. When a customer's name changes, you can enter the new name and still maintain a record of the previous name. When you overwrite the value in the Name 1 field, the Name 1 field is reserved as history on the Additional General Info page's Name 2 field as Frmr Name1 (former name 1). When you change the value in the Name 1 field a second time, Frmr Name 2 (former name 2) appears adjacent to the Name 3 field on the General Information - Additional General Info page.

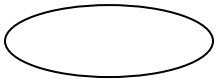
Level- Defaults as regular accept default.

Type- Defaults as User 1 accept default.

Short Name - Enter a name to appear on pages when there is not room for the full name. The system populates this field with the first ten characters of the Name 1 field.

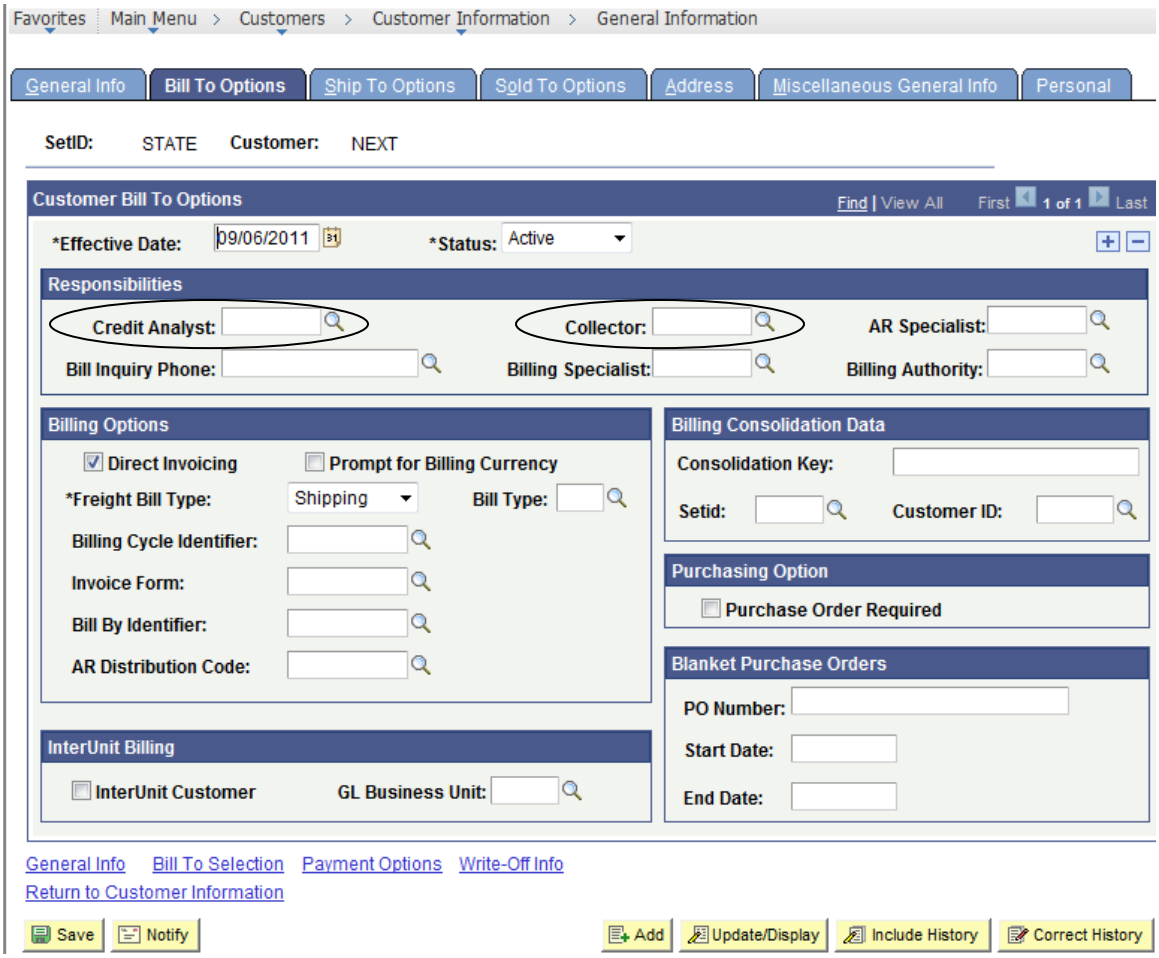
Bill To Customer – Select bill to Customer. When you select this check box, the system designates the customer as a correspondence and a remit from customer, and makes those check boxes available. Only bill to customers can be correspondence or remit from customers.

- **All other fields on this page are not required/or used at this time.**



= mandatory fields

Bill To Options page



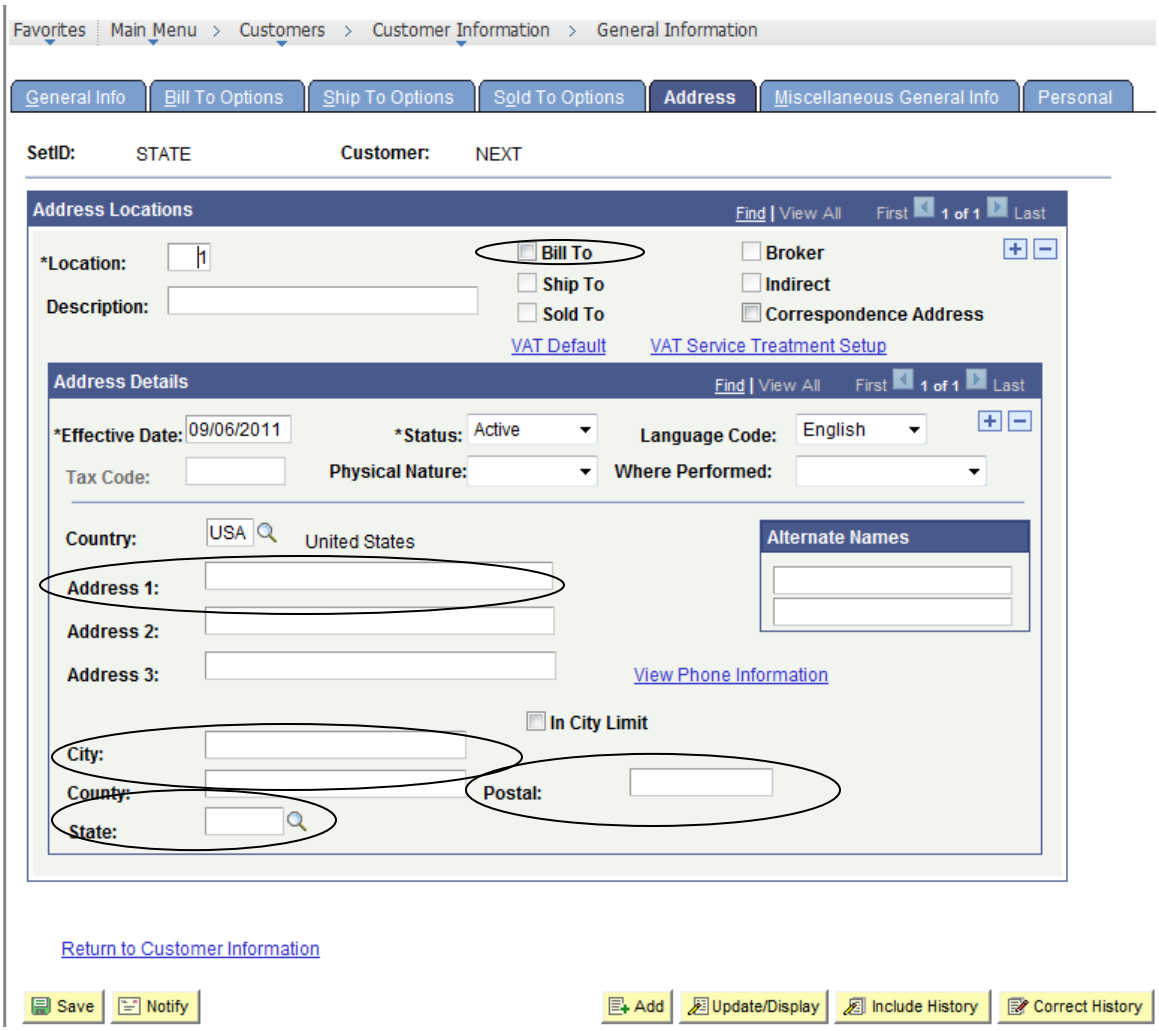
Below are the fields required. All other fields accept default:

Credit Analyst and Collector - Credit Analyst and Collector are required fields for bill to customers.

***All other fields accept default.**

= mandatory fields

Address



Location - The primary location—indicated by a *1*—is the address that you use most often when you contact the customer.

Bill To - Select bill to address. You must also select one address as the primary bill to address. Once you select the bill to box the primary box will display. Select the primary box.

Effective Date – Defaults with current date accept default.

Status – Defaults as Active accept default.

Country – Defaults as USA accept default

Address 1 –Enter appropriate Bill to address (required field)

Address 2 – Additional line

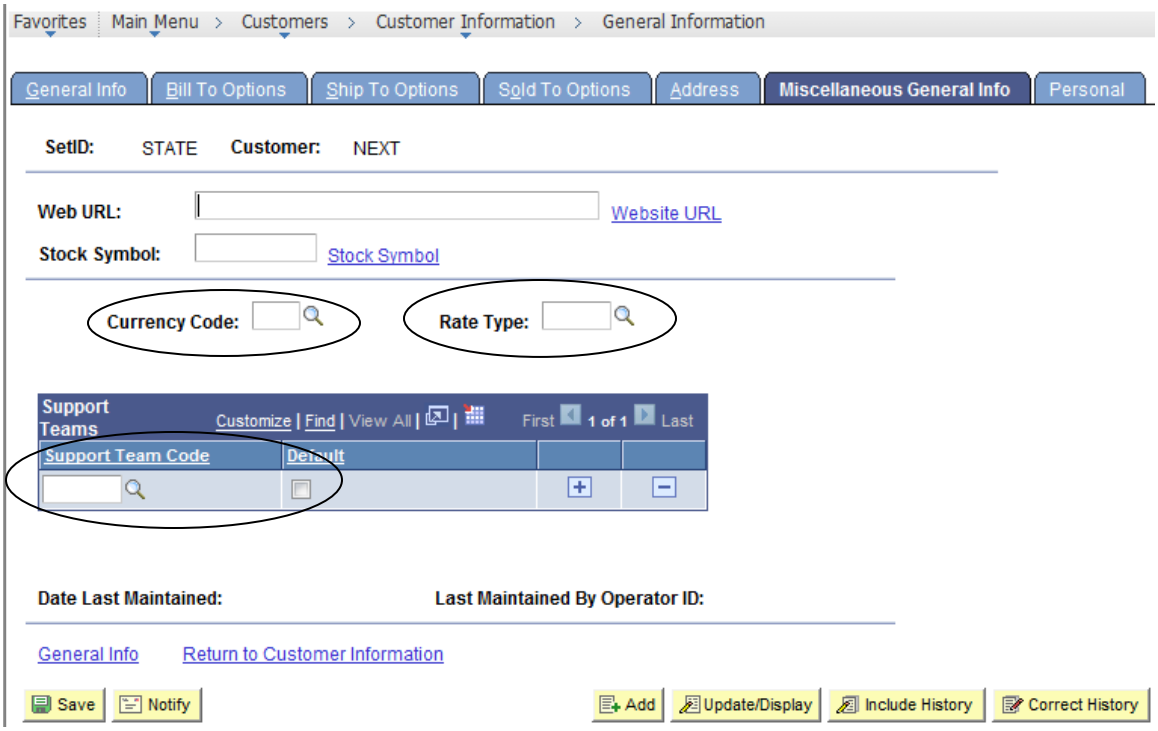
Address 3 – Additional line

City – Enter appropriate data
County – Not a required field can be left blank
State – Enter appropriate data or select valid value
Postal – Enter appropriate zip code.

***Note: Address is a required field.**

= mandatory fields

Miscellaneous General Info



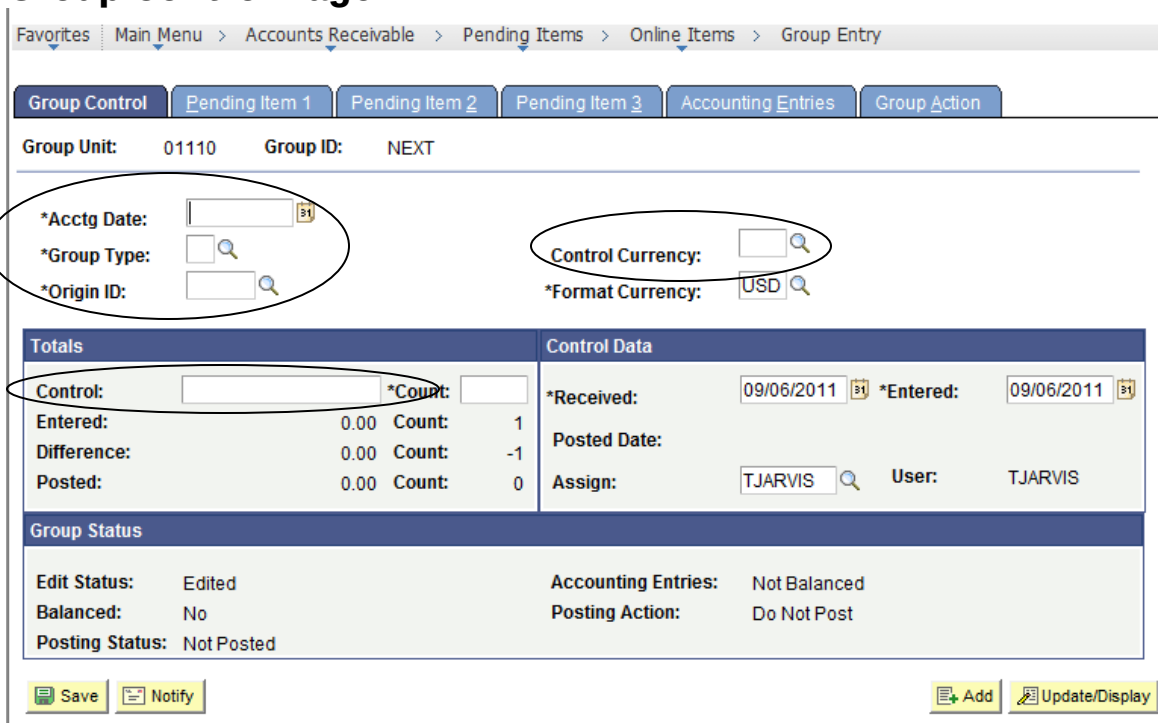
Listed below are the fields that are used:

Currency Code – Field is mandatory. Enter **USD**
Rate Type – Enter or Select **CRRNT** for Current
Support Team Code – Select Valid Value – Most departments will have only one selection for example: Dept of Finance = FM
Default – Select the default box.

= mandatory fields

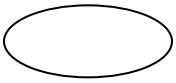
On-Line Pending Item Entry Pages with Descriptions

Group Control Page

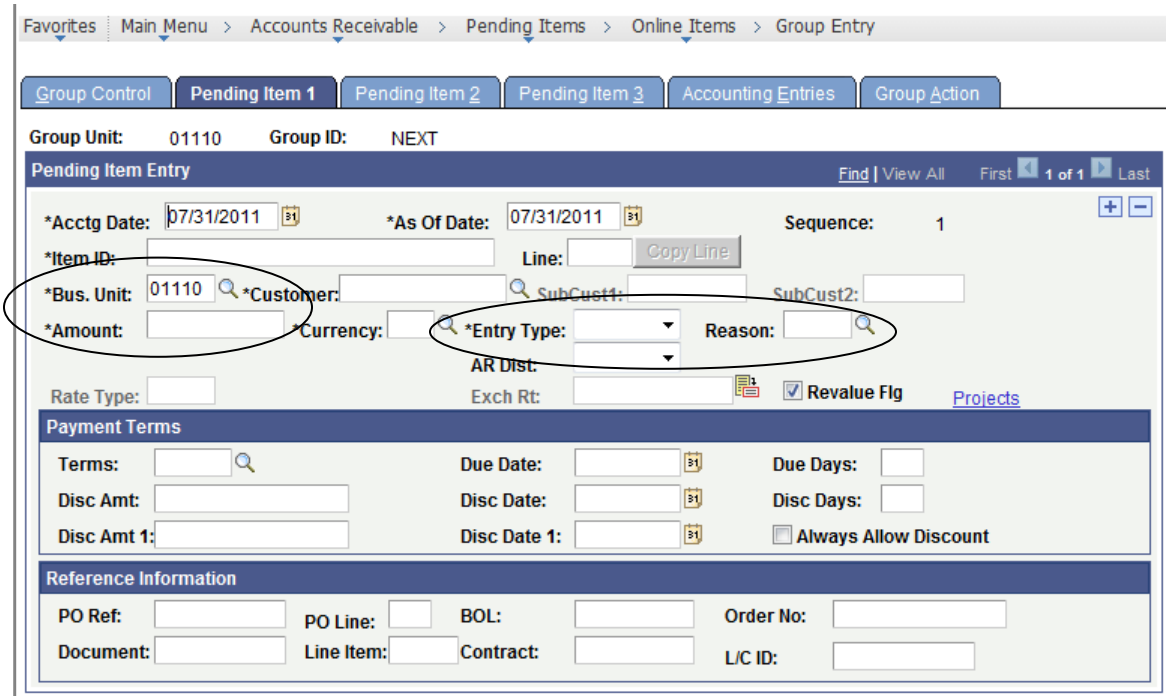


- **Acctg Date** - Enter date.
- **Group Type** – Select B – Billing
- **Origin ID** – Select valid value
- **Control Currency** – Select or enter **USD**
- **Format Currency** – Defaults as **USD** accept default
- **Control** – Enter total amount
- **Count** – Enter how many lines you will enter (accounting lines)
- **Received** – Defaults with current date accept default
- **Entered** - Defaults with current date accept default
- **Assign** – Defaults with your UserId accept default
- **User** – Defaults with your UserID. This can change if another user accesses the group to make changes. Defaults with User Id of the last person to change page.
- **Edit Status** - Indicates whether pending items have been edited. *Edited* indicates that pending items have been edited. (Most online groups have a status of *Edited.*)

- **Balanced** - Indicates that the system has balanced the online group. If *No,* the pending item group has not yet been processed by the Receivable Update process and the group may not actually be out of balance. To determine if a group is really out of balance, click the Balance button on the Group Action page.
- **Posting Status** - Indicates whether pending items have been posted. *Not Posted* indicates that the groups have not yet been processed by the Receivable Update process. After Receivable Update runs, the posting status is either *Errors* or *Complete.*
- **Accounting Entries** - Indicates whether accounting entries for pending items are *Balanced* or *Not Balanced.*
- **Posting Action** - Displays action on the Group Action page: *Do Not Post* or *Batch Standard.*

 = mandatory fields

Pending Item 1 page

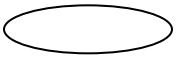


- **Accounting Date and As of Date** – defaults in with the date from the previous page (Group Control). Dates should not be changed. Accept defaults.
- **ItemID** – It is recommended that you create a set of sequential tracking numbers for the Item ID field. These should be unique within each customer and business unit. When ARUPDATE process runs overnight it checks the Item Id, Line and Customer number for a business unit and if all three are identical to original item posted, you will receive an Item Duplicate error for that line.
- **Business Unit** – this defaults in from the Group Control Page
- **Customer** – Enter valid customer # or select from drop down list.
- **Amount** – Enter dollar amount for that line.
- **USD** – Automatically defaults from Group Control Page
- **Entry type** – Depends on business unit setup Example:

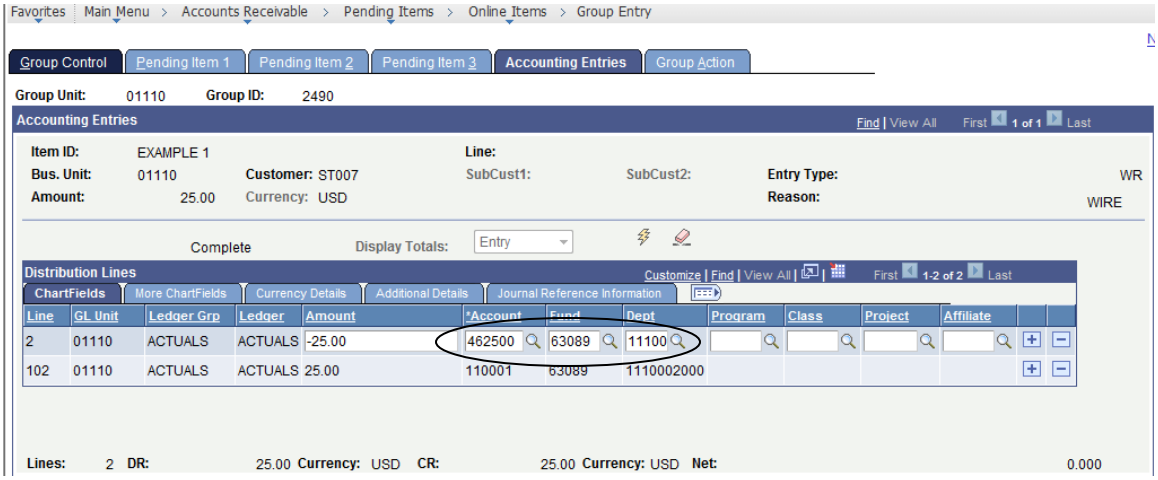
CR	Credit Memo
GR	Grants
RF	Refund of Expenditure
WR	Wire
CRGR	GRREF

- **Reasons** – Select valid value. Selections are determined from the entry type that is chosen.

- **AR Dist –** Defaults and is determined by the selection of entry type and reason. Accounting entries will default when you create accounting entries from this distribution and if they are not the correct accounting entries you can override the defaults with the correct chartfields.
- **Terms –** Not a required field only selection is DUR Due upon Receipt.

 = mandatory fields

Accounting Entries Page

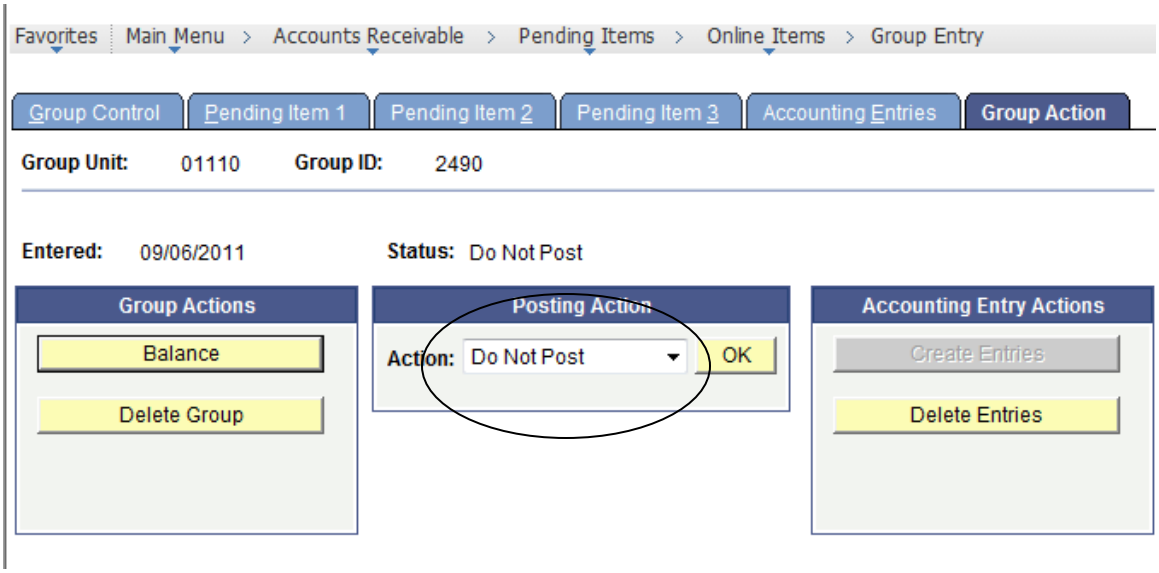


Account – Accept default or enter valid value
Fund – Accept default or enter valid value
Dept – Accept default or enter valid value
Program – If required enter valid value
Class – If required enter valid value
Project – If required enter valid value
Affiliate – If required enter valid value

- Any changes to the defaulted fields will roll down to the AR row.

= mandatory fields

Group Action Page



Group Action

- **Balance** – Button assures that pending item is in balance-once selected click on the Group Control page. At the bottom left of page shows the status of the pending item.
- **Delete Group** – This button will delete the entire group.

Posting Action

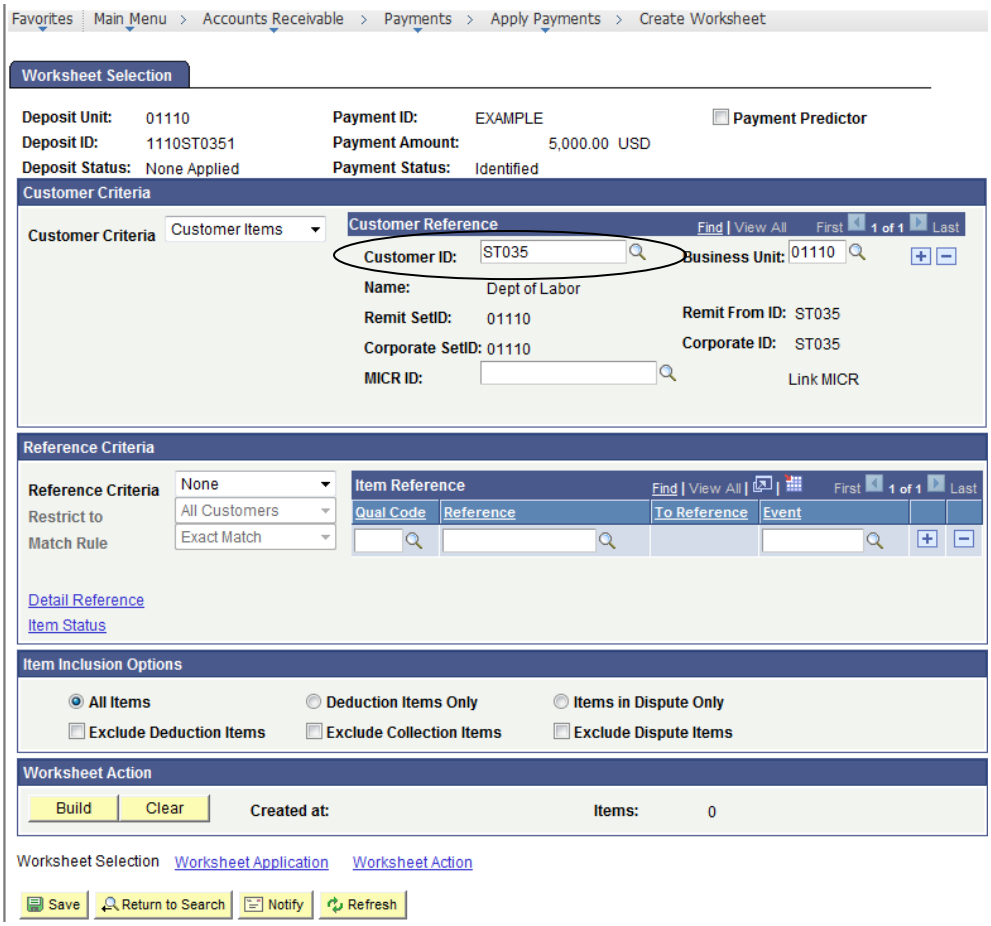
- **Do Not Post –** Defaults
- **Batch Standard –** By selecting batch standard then click OK this changes the status of the group from Do Not Post to Batch Standard. ARUPDATE batch process that runs overnight will only pick up groups that have a status of Batch Standard.

Accounting Entry Actions

- **Create Entries** – Generates accounting entries online for entire group (lines/rows) instead of creating accounting entries one line/row at a time.
- **Delete Entries** – Deletes all accounting entries within the group.

Payment Worksheet and Descriptions

Worksheet Selection



Below are the fields required when processing a payment worksheet for Federal Draw.

Customer Id – Verify customer. Accept default if correct**.**

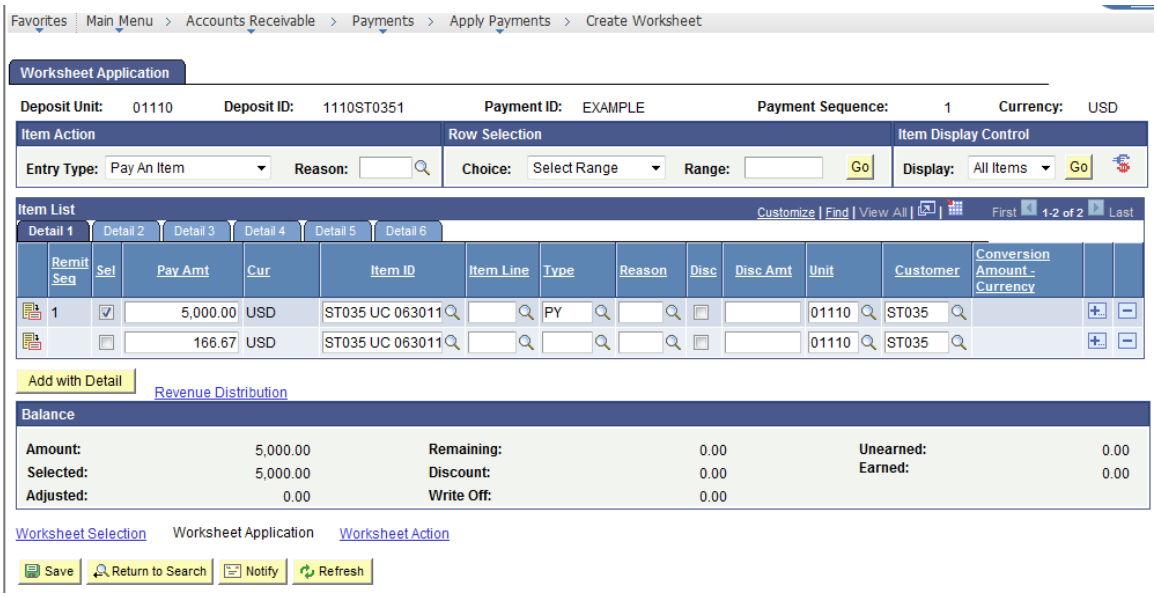
Business Unit – Verify business unit. Accept default if correct**.**

Refresh Button – Clicking the refresh button will populate the name of the Customer.

Build Button – Clicking this button will create your worksheet and bring you to the Worksheet Application Page.

= mandatory fields

Worksheet Application



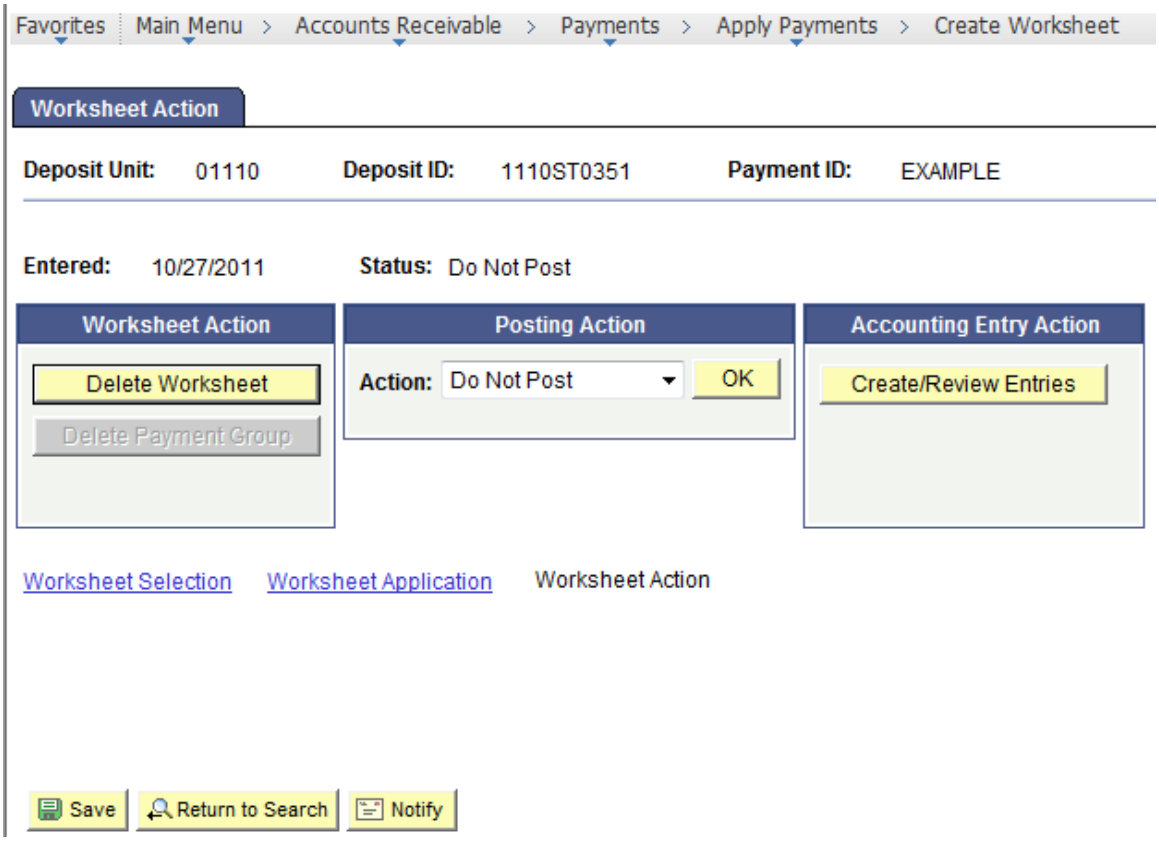
Item Action – Entry Type field populates as **Pay an Item.** Accept default.

Item List – This portion of the page under the Detail 1 tab displays all open items on customer account.

Sel Column – Select checkbox for item(s) that payment is to be applied.

Pay Amount – The amount is based on what was entered on the pending item 1 page of the pending group. Accept default amount unless payment is a partial payment. If payment is a partial payment, change the amount of the item to the amount of payment. When you tab out of the field a new line is added representing the balance for that item.

Worksheet Action



Worksheet Action

- **Delete Worksheet –** Once you build a worksheet and you do not want to continue the worksheet this button will delete the worksheet.
- **Delete Payment Group -** Click to delete the accounting entries only that you create but leave the worksheet intact. Accounting entries are created through ARUPDATE process so the only time you will use this function is if your payment worksheets errors.

Posting Action

- **Do Not Post –** Defaults - Saves the changes to the group, but no posting occurs. (Select this option to change the posting option for a group set to *Batch Standard,* if the group has not been processed yet.)
- **Batch Standard –** Click Ok - Changes the Status to Batch Standard and Receivable Update will pick up the group when the next scheduled batch job runs. This occurs daily through an evening batch process.

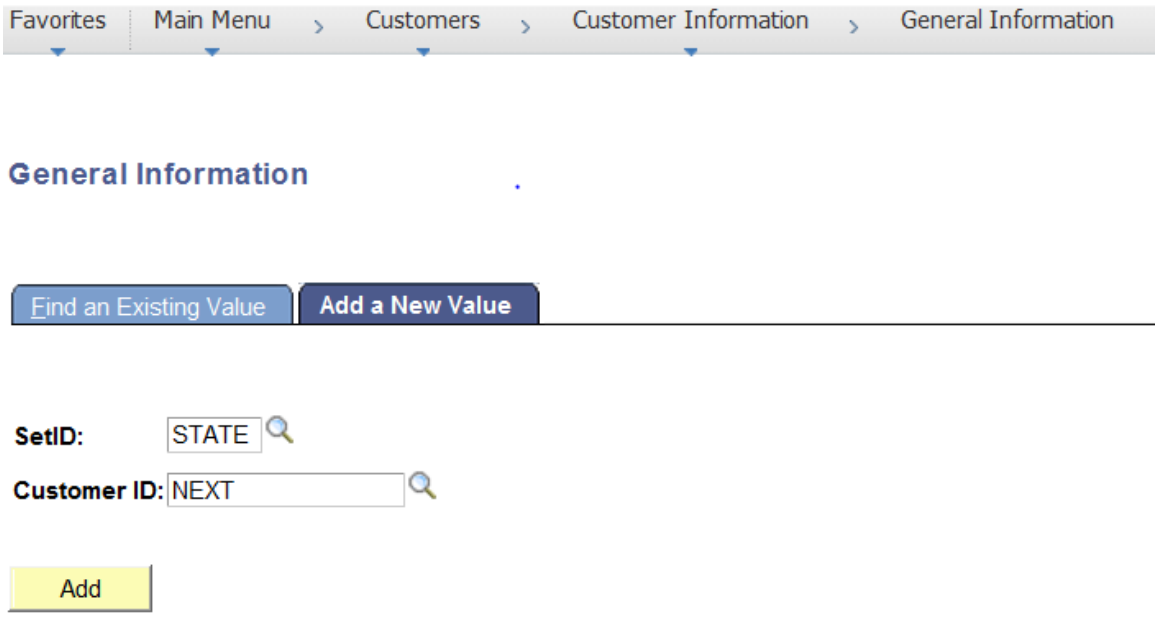
Enter A New Customer

Possible situations when this function is used: To create a Customer for both Billing and Accounts Receivable to allow the processing of receivables for that customer. There are several ways to set up customers in VISION. Some departments use prefixes with auto numbering. If your department uses a certain prefix, you need to enter the prefix in the Customer Id field on the Add a New Value page and the system will assign the next auto number for that prefix. Departments entering customers for Federal draws are using only auto numbering the Customer Id will be assigned once a customer is entered and saved Ex: 1001 etc... **Departments using Intra-Payment processing, (Pending items to track receivables (billing) for state agencies and or Towns), need to enter the established customer numbers maintained by the VISION Maintenance Section in Finance. Ex: ST003 – Finance and Management. An updated copy of the recent ST customers as of Sept 2010 can be found in the back of this manual.**

Navigation: Customers > Customer Information > General Information

The General Information Page opens to Find an Existing Value tab.

Click on the Add a New Value tab



Enter SetID

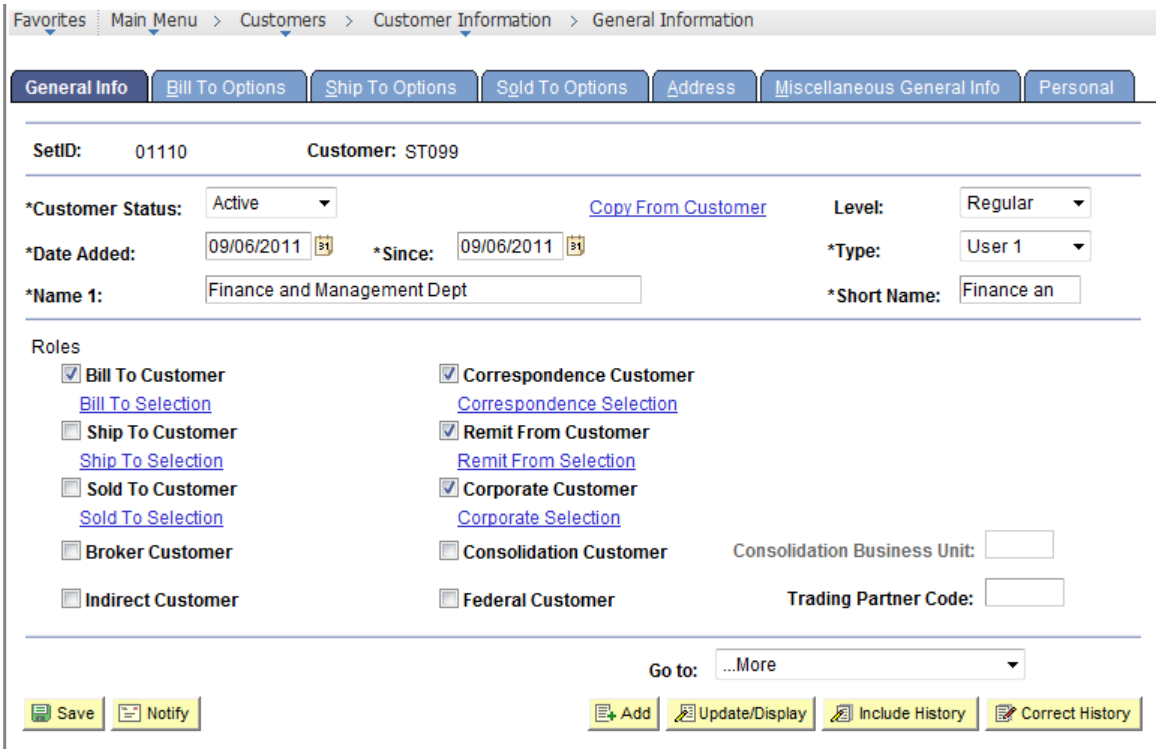
- Defaults with STATE – Do **not use STATE**
- Enter customer(s) under appropriate Business Unit or generic SetID**.**

Enter Customer ID

- Enter New Customer ID. Do not use NEXT

Click the ADD button

The Customer General Info page opens.

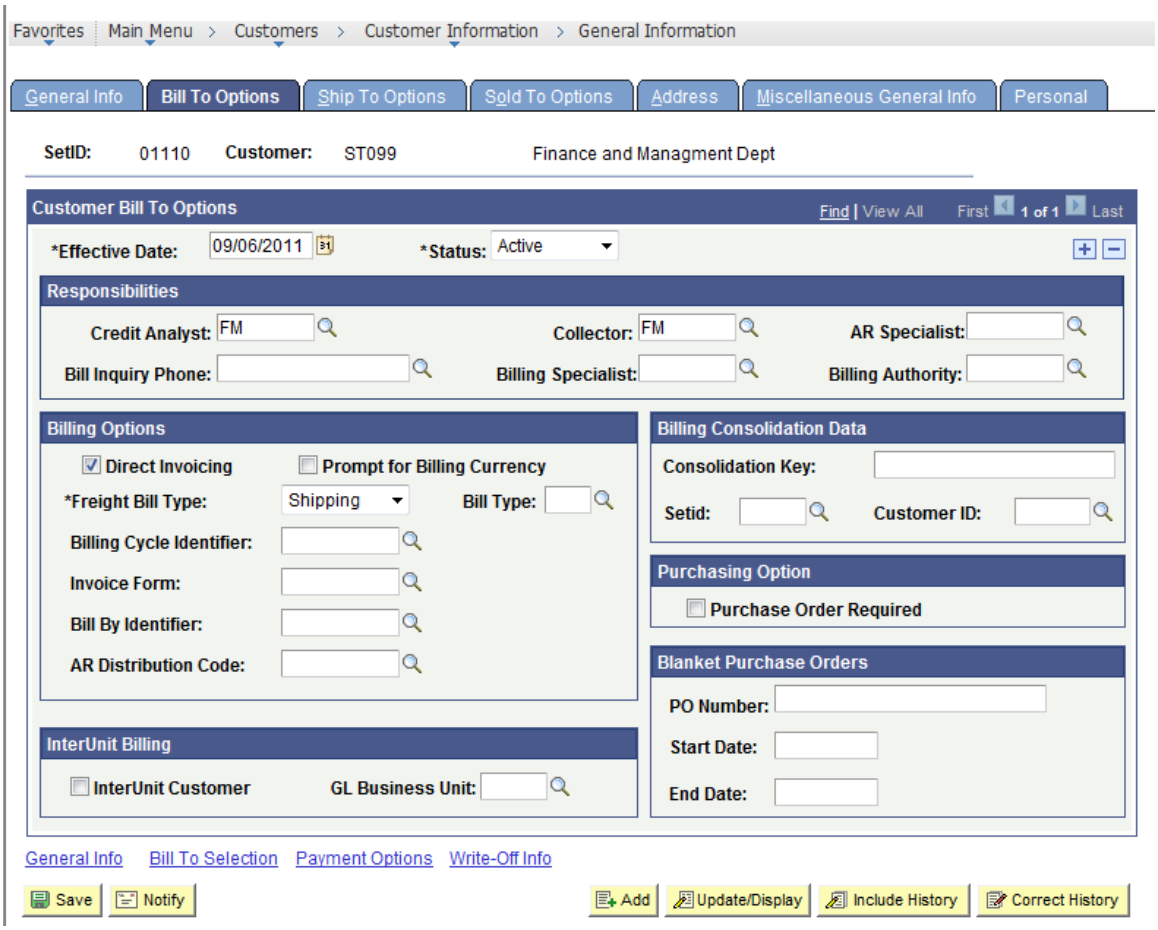


Enter Name 1 (Customer Name)

- Tab out and Short Name will automatically display
- Check the box beside Bill To Customer (Correspondence Customer, and Remit From Customer will automatically select)
- Corporate Customer defaults accept default

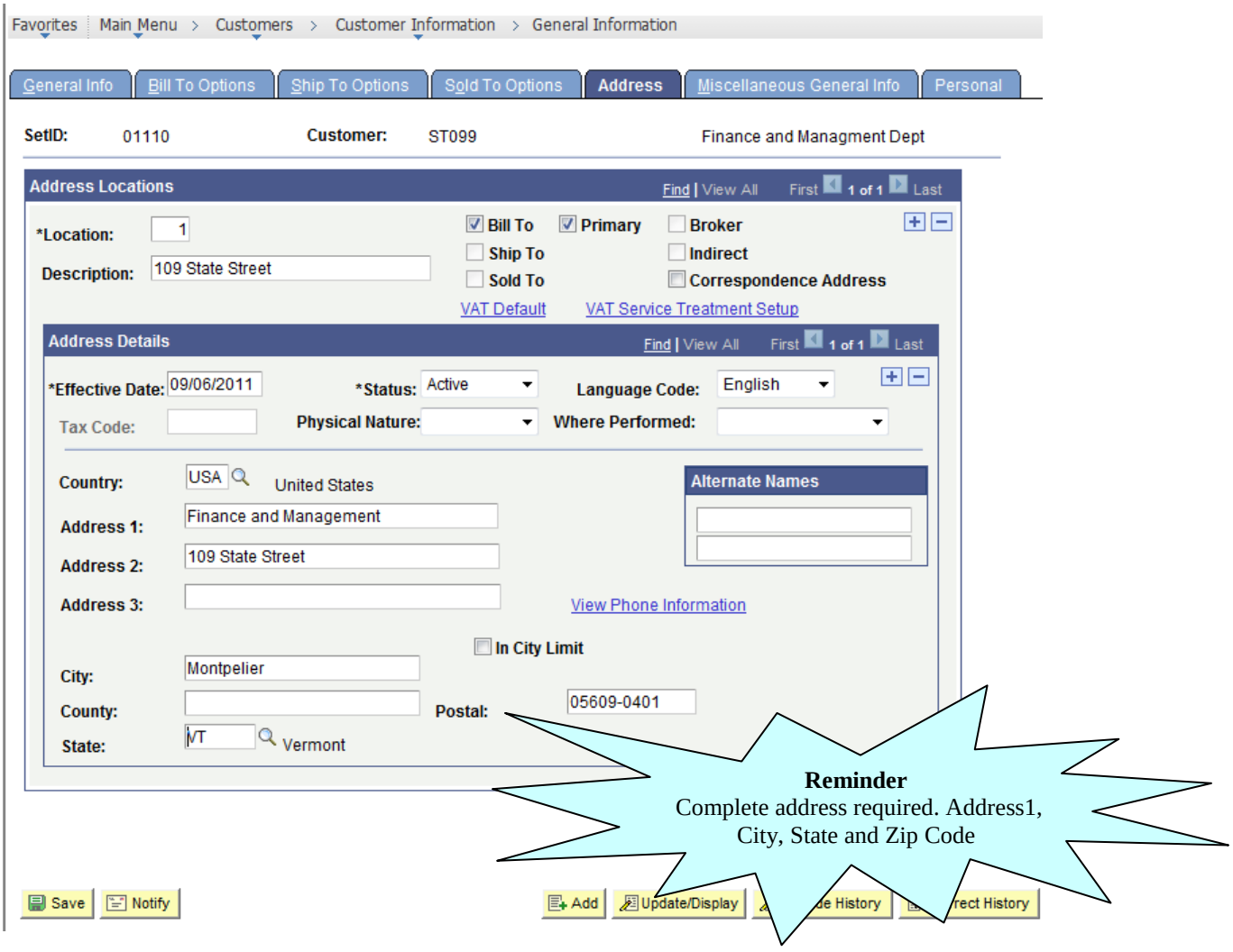
Click on the Bill To Options Tab

The Bill To Options page opens.



- **Effective Date** - Accept Current Date default
- **Status** – Accept Active Default
- **Enter Credit Analyst**– enter appropriate credit analyst or click on the magnifying glass for selection
- **Enter Collector** – enter appropriate collector or click on the magnifying glass for selection

Click on the Address Tab



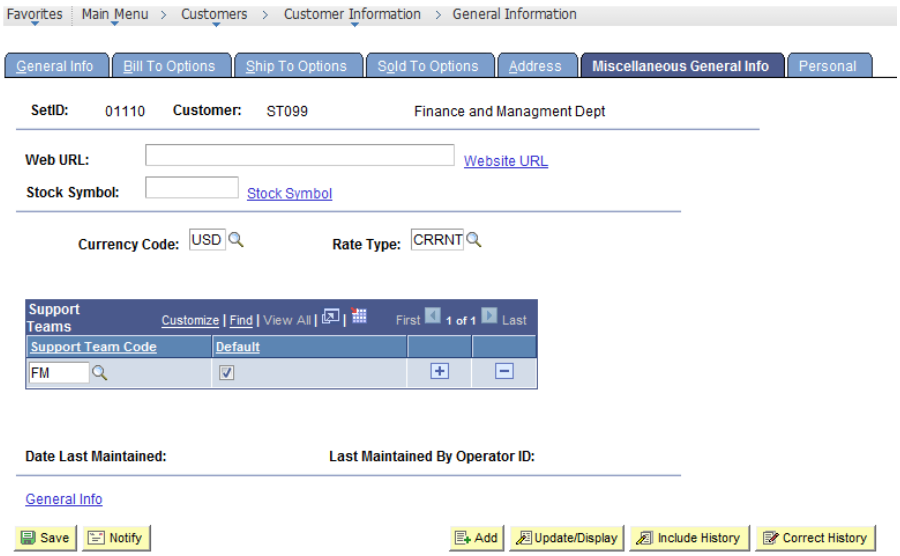
The Address Page displays.

- **Location** – Leave default of 1
- **Enter Description** – enter appropriate location description (not mandatory)
- **Select Bill To** – select Bill To – page updates with Primary Field Checkbox.
- **Ship To** – Primarily used by department of BGS
- **Sold To –** Primarily used by department of BGS
- **Select Primary** – select primary box (Primary Box populates when Bill To is selected)
- **Effective Date** – leave as default ,Current Date

- **Status** – leave as default , Active
- **Country** – leave as default USA or click on magnifying glass and choose a valid value
- **Address 1** – Enter appropriate Customer Street Address
- **Address 2** – Enter appropriate data if applicable
- **Address 3** – Enter appropriate data if applicable
- **Enter City, State, Postal** – Enter appropriate city, state, and zip for the Customer
- **County** – Leave Blank

Click on the Miscellaneous General Info Tab

The Miscellaneous General Info page displays.



- **Currency Code** - **USD**
- **Rate Type** – **CRRNT**
- **Support Team Code** – enter appropriate support team code or select a valid value by clicking on the magnifying glass **Default** – Select default Box

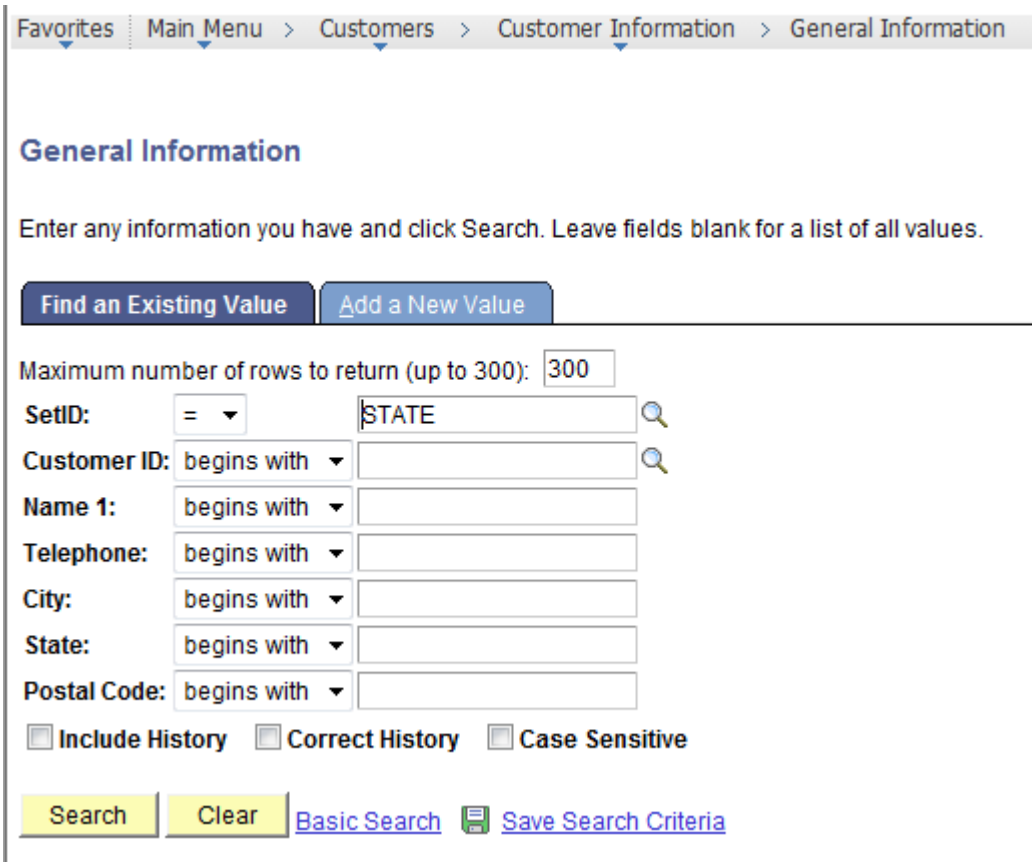
Click Save

CUSTOMER ADD IS COMPLETE

Maintain/Update Customer Name and/or Address

Possible situations when this function is used: An error was made, or a Customer has a name and/or address change, so the Customer information needs to be updated.

Navigation: Customers > Customer Information > General Information



The General Information page is displayed.

Enter SetID

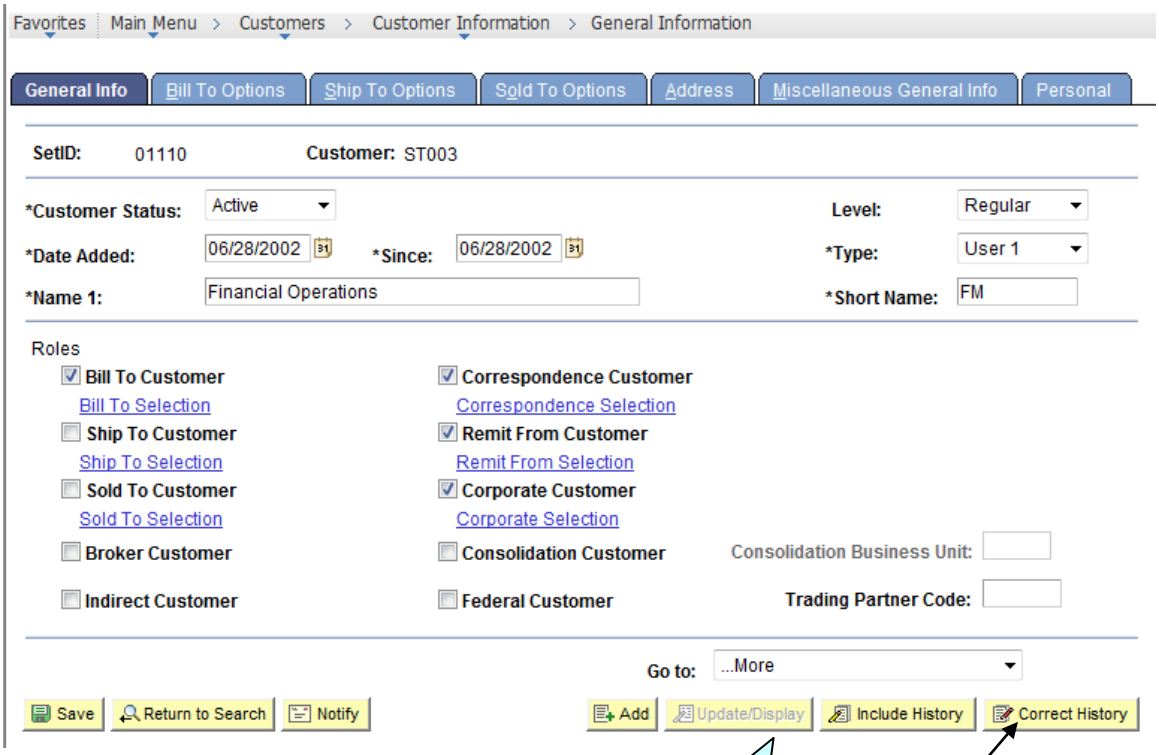
- leave as default **or**
- enter the appropriate business unit

Enter Customer ID

- Enter appropriate Customer ID

Click the Search button

*Depending on the maintenance to customer, you may be required to use Correct History. Only those who will be entering and maintaining customers should have access to Correct History.



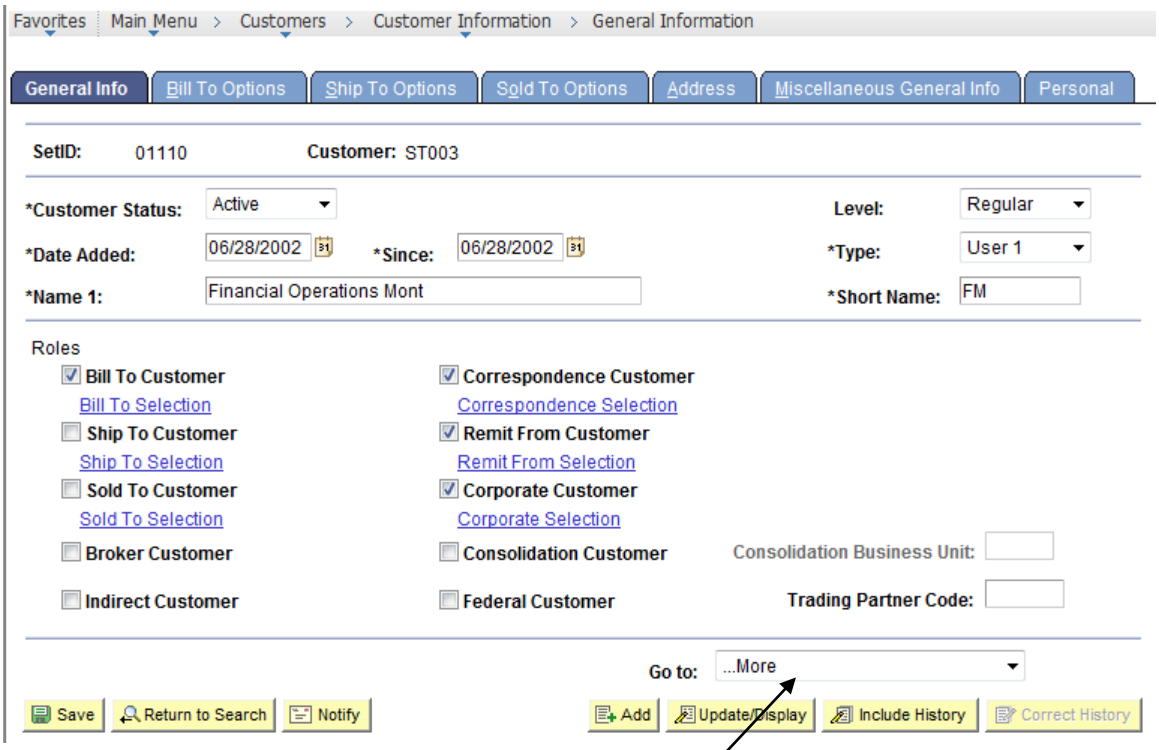
WARNING

Changing certain fields within the customer pages require you to use Correct History. If you tried changing one of those fields without selecting or clicking on the **Correct History** button you will receive the following error message:
Cannot change current or history records unless in Correction mode.

Enter Name 1 (New / Corrected Name 1)

- Delete original name and enter New Name.
- Original Name will drop to a Former Name 1 field

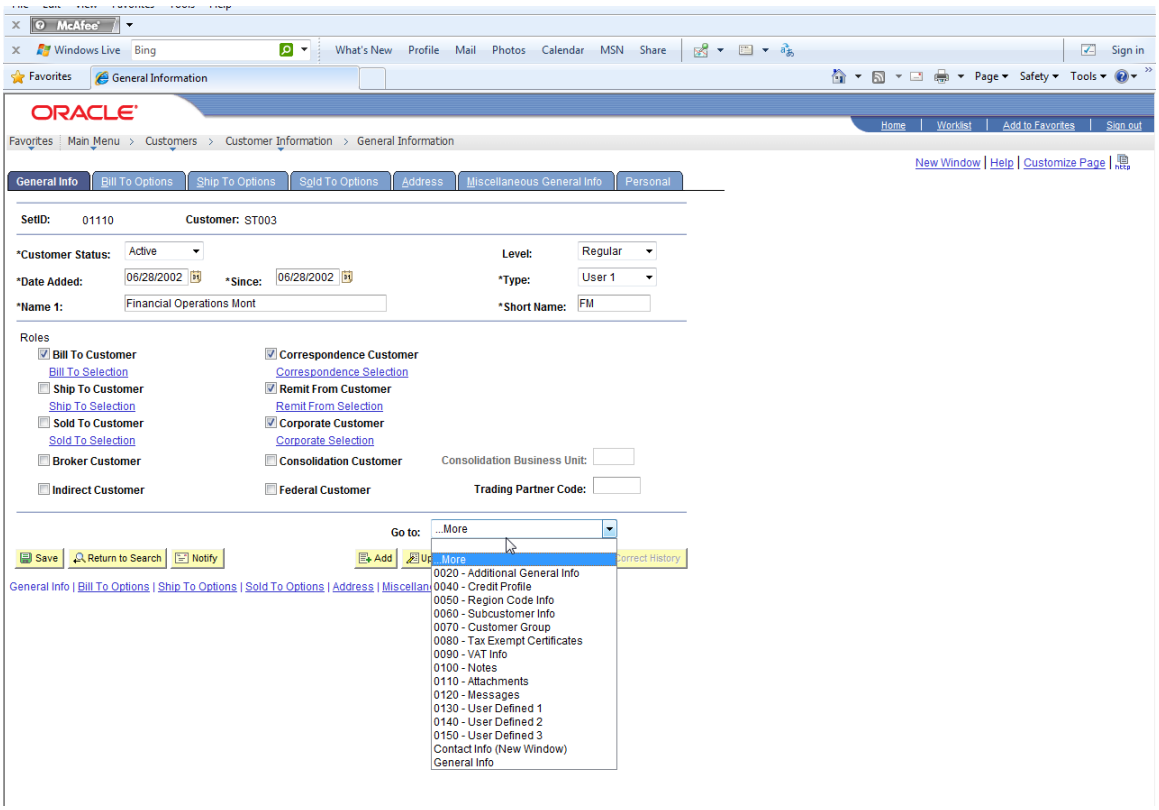
Click on the Save Button



The Customer Name has been updated.

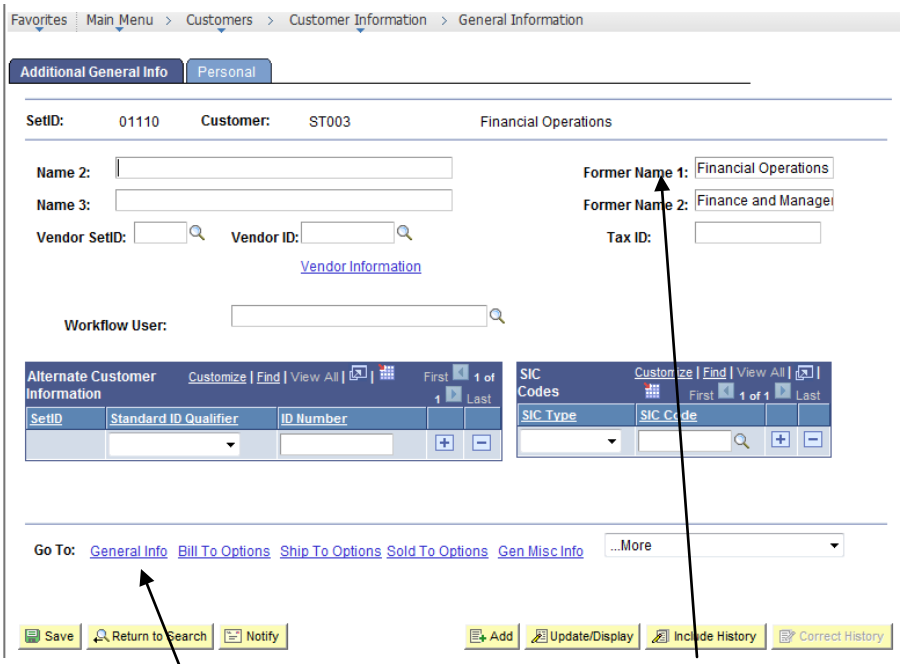
To View Name 2, Name 3 and Former Name fields

- Click on **Go To** drop down arrow
- Select 0020 - Additional General Info



A list of options will display. To view the Former Name 1 field:

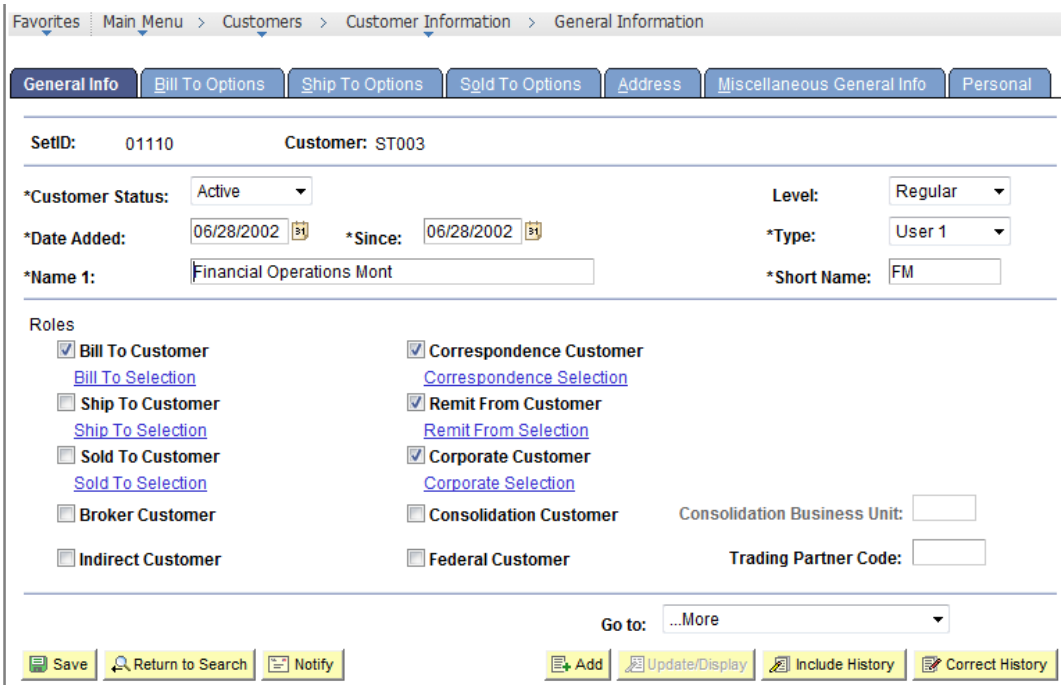
Select 0020 - Additional General Info



Additional General Info page is displayed. Former Name 1 field displays the original Customer Name 1.

Click – General Info link

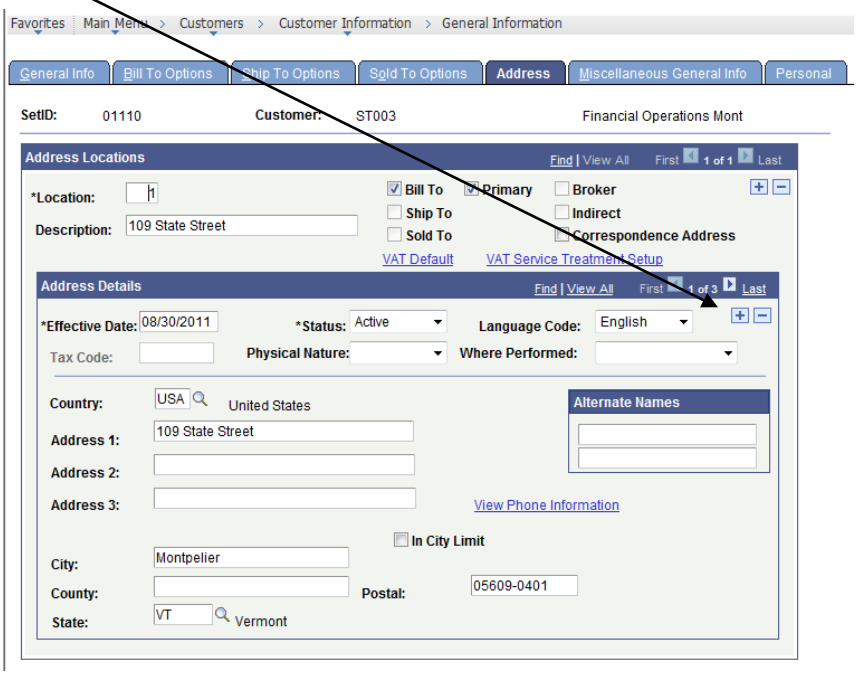
General Info Page displays



Click on Address tab.

Address Page is displayed.

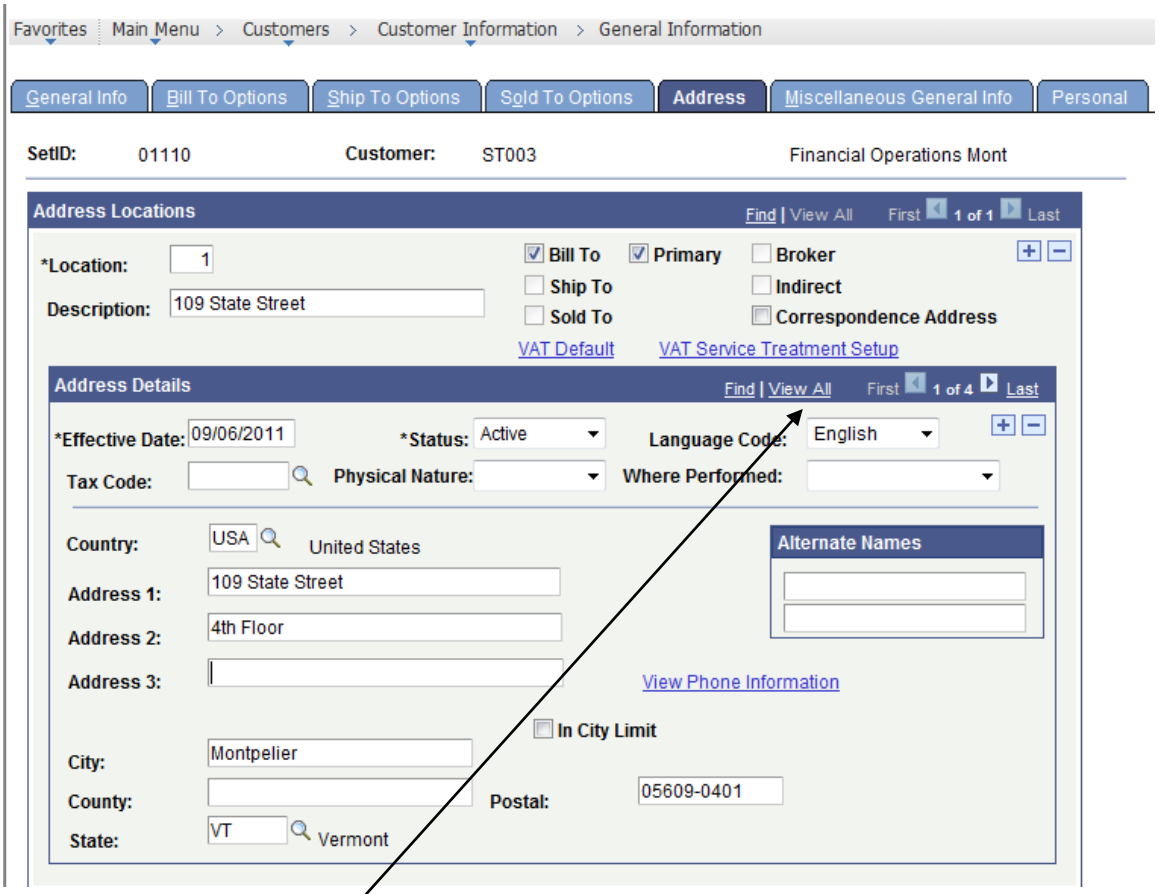
Add new effective dated row in the Address Details by clicking on the + sign button.



A new row is created with a new effective date (current date). The original address populates in the new effective dated row.

Make the appropriate change to the Address.

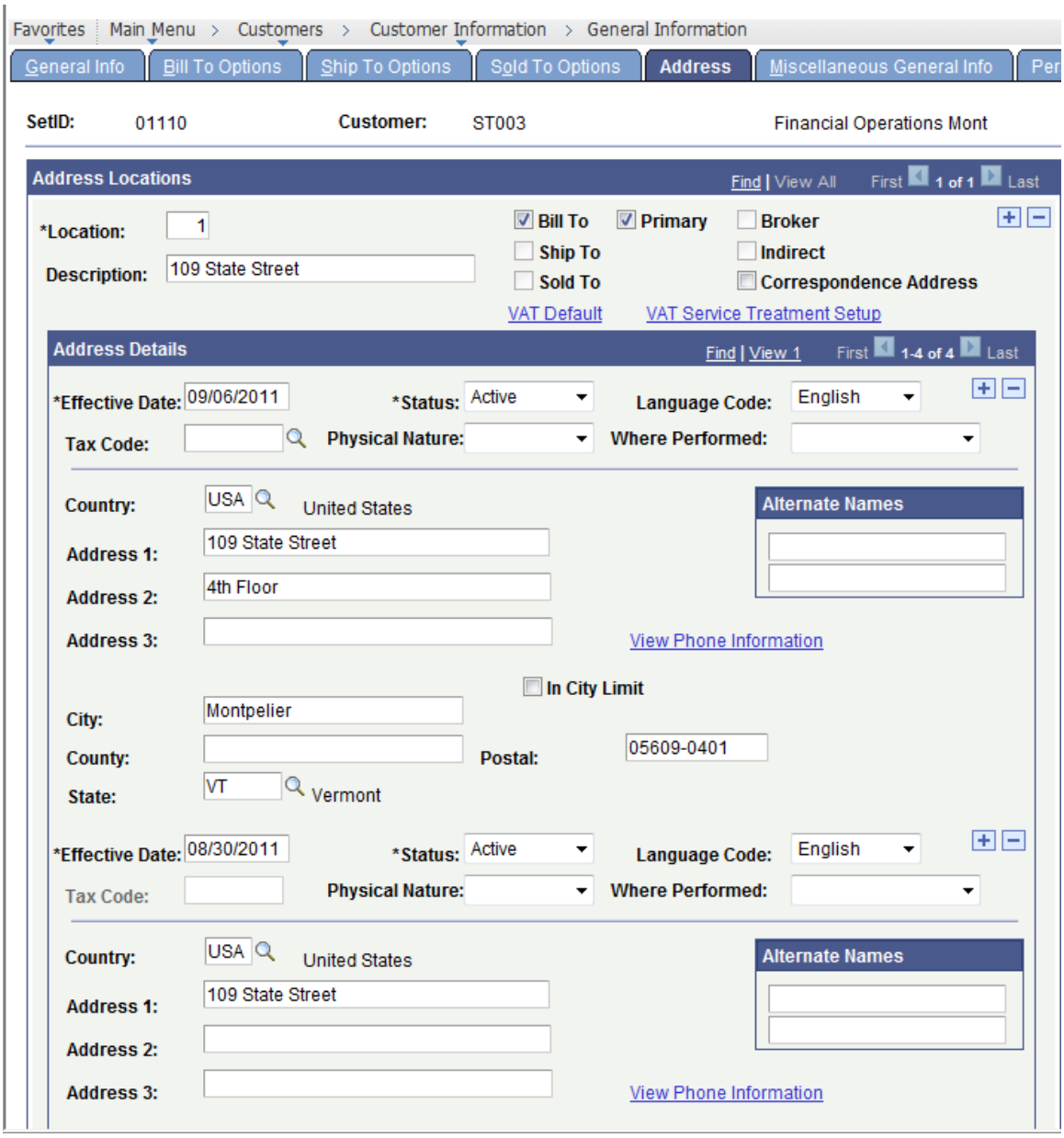
Save the page – the Address is updated.



Page is refreshed with new customer address.

Click on View All

Page is displayed with both effective dated rows.



MAINTAINING CUSTOMER IS COMPLETE

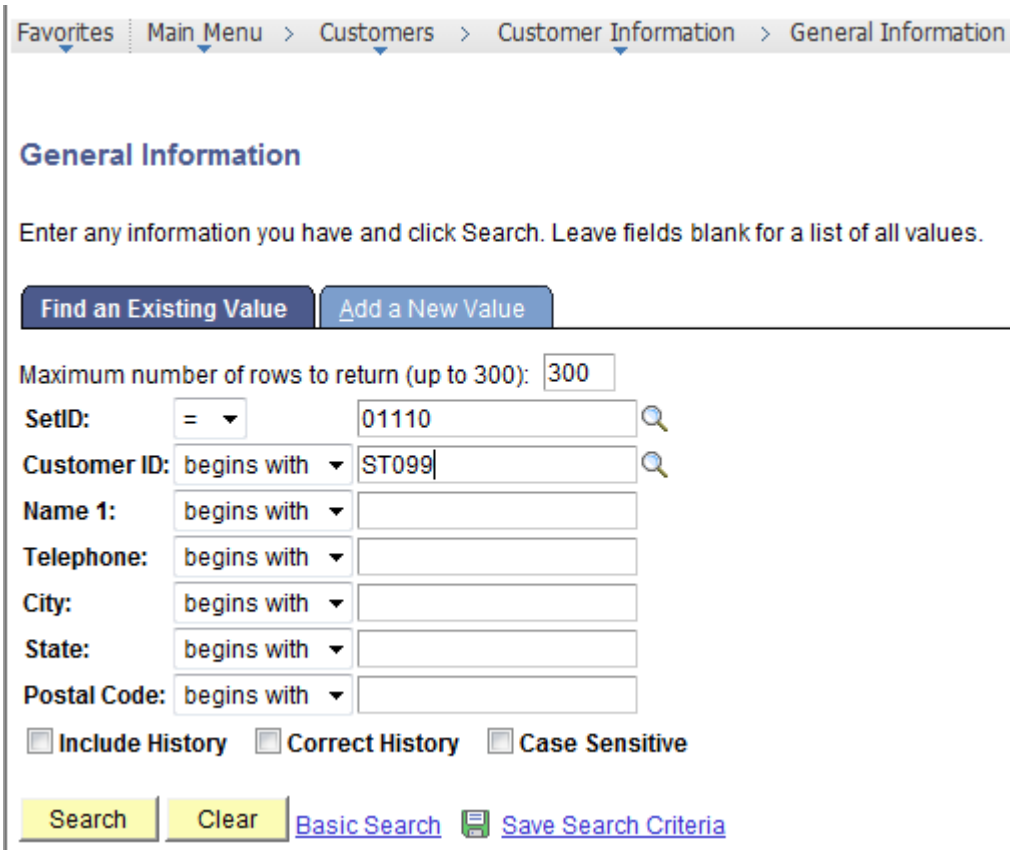
Inquire On Customer Information, Name/Address

Possible situations when this function is used: It may be necessary to inquire on an existing customer's information to confirm a name or address.

Navigation: Customers > Customer Information > General Information

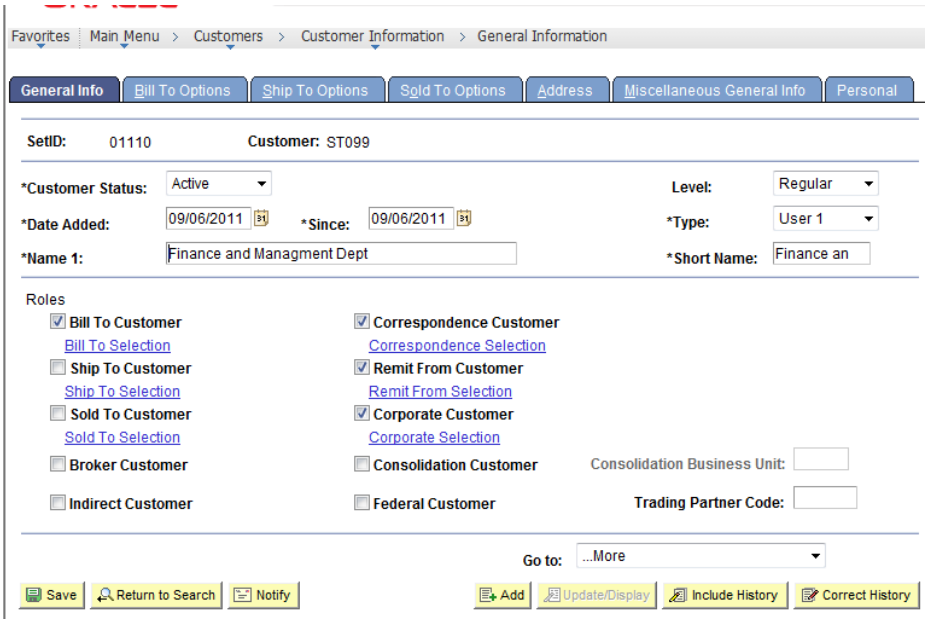
The General Information page displays. You can search for a customer many ways as you can see by the number of fields that are displayed. In this example we know the customer number. So enter valid value in the following fields:

SetID – Enter appropriate SetId
Customer ID - Enter valid value



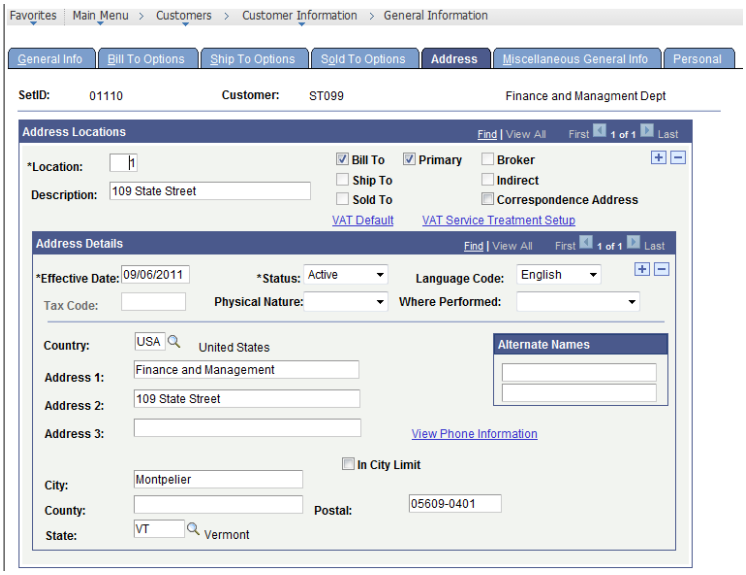
Click the Search button

The Customer Component page displays on General Info tab. Review page to confirm customer information is correct. If customer's name has changed, to make correction, refer to Maintain Customer Name and or Address.



Click on the Address tab

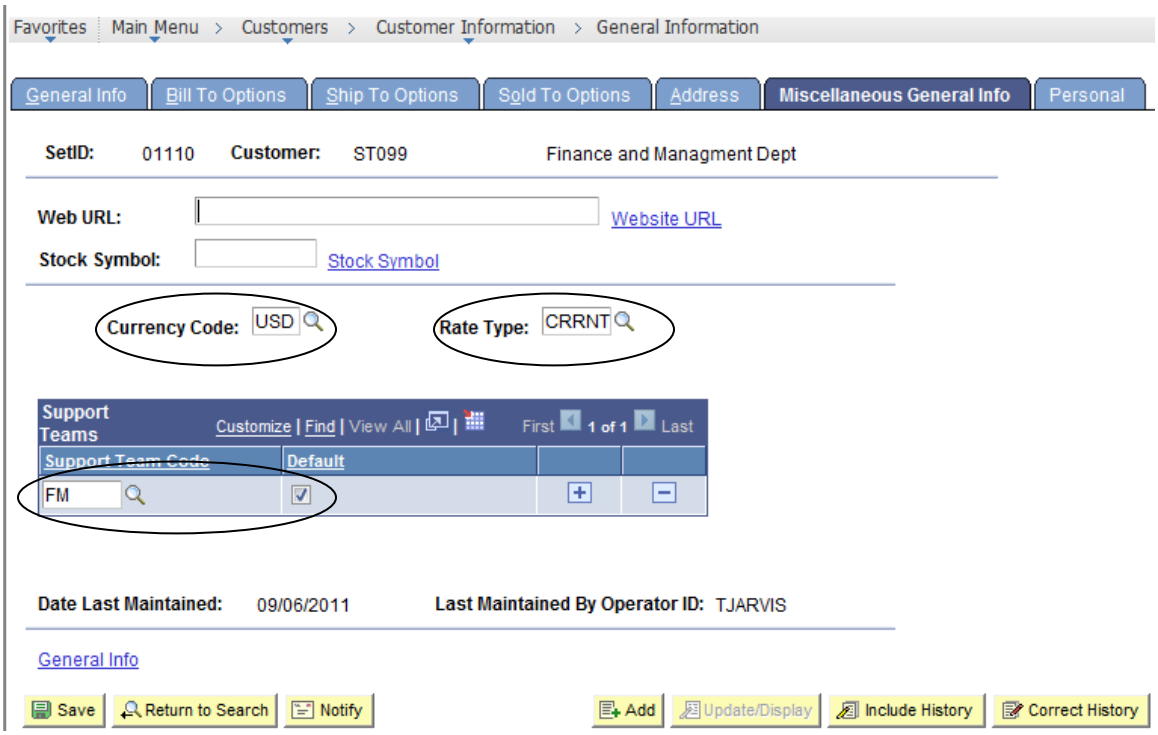
The address page is displayed.



Verify that the customer's address is correct. If the address has changed and needs correcting refer to Maintain Customer Name and or Address.

Click on Miscellaneous General Info Tab

Miscellaneous General Info page is displayed.



Mandatory fields on this page are Currency Code, Rate Type, and Support Teams. If changes are needed to these fields you can make changes only if you have security for Correct History. Maintain Customer Name and or address explains how to use the Correct History function.

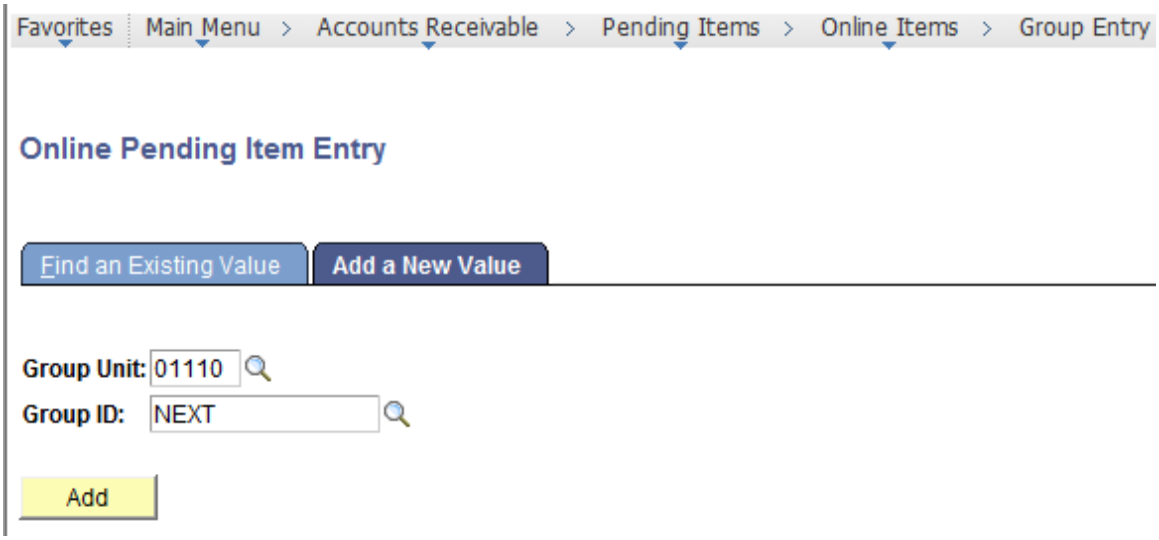
INQUIRING ON A CUSTOMER IS COMPLETE

Enter Online A/R Pending Item

Possible situations when this function is used: To create an accounts receivable item for a customer in the Accounts Receivable module. (Reasons for entering a pending item are: Grants, Federal Draws, Wires, Refund of Expenditures, and to track receivables for internal and external customers either from Billing or **Intra/Inter-Payment Processing.)**

Navigation: Accounts Receivable > Pending Items > Online Items > Group Entry

Click on Add a New Value Tab



Your default BU will appear in the Group Unit field.

Group Unit

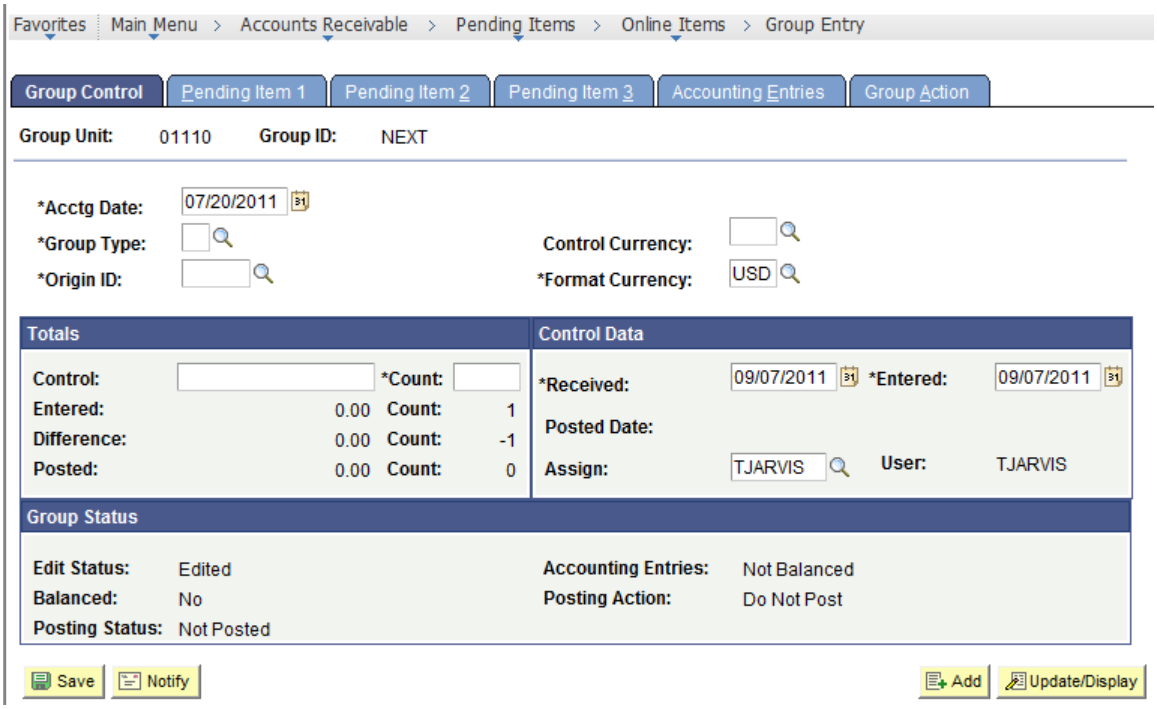
- leave as default **or**
- enter the appropriate Group Unit

Group ID

- leave as **NEXT** (System will assign the next sequential number)

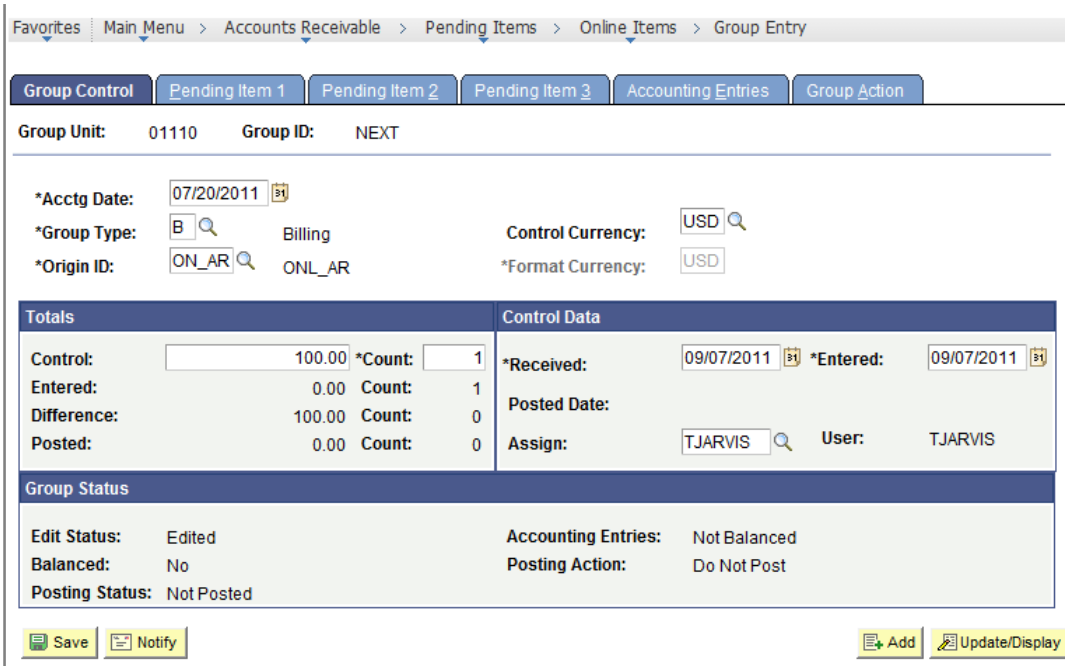
Click the ADD button

The Group Control page displays



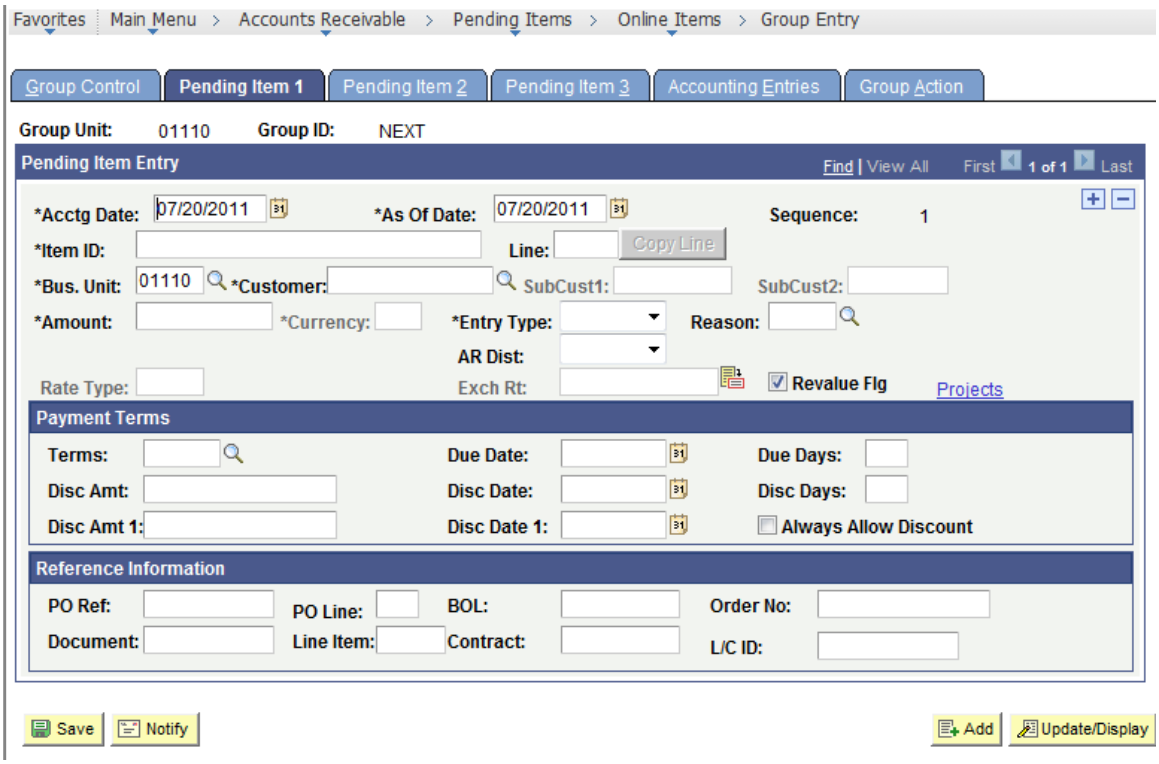
Enter Information on Group Control Page

- **Accounting Date** – Enter Current Date
- **Group Type** – Enter or select type B (Billing)
- **Origin ID** – Enter or select appropriate Origin ID
  - **DRAW** – Federal Draw Downs
  - **ON_AR** – Misc. Online Receivables
  - **REFND** – Refund of Expenditure
  - **WIRE** – Wire Transfer
- **Control Currency** – Enter USD
- **Format Currency** – Accept default of USD
- **Control**– Enter the appropriate dollar amount (total amount billed)
- **Count** – Enter the appropriate Control Count (# of lines on pending item)
- **Received Date** – Leave default of Current Date
- **Entered Date** – Leave default of Current Date



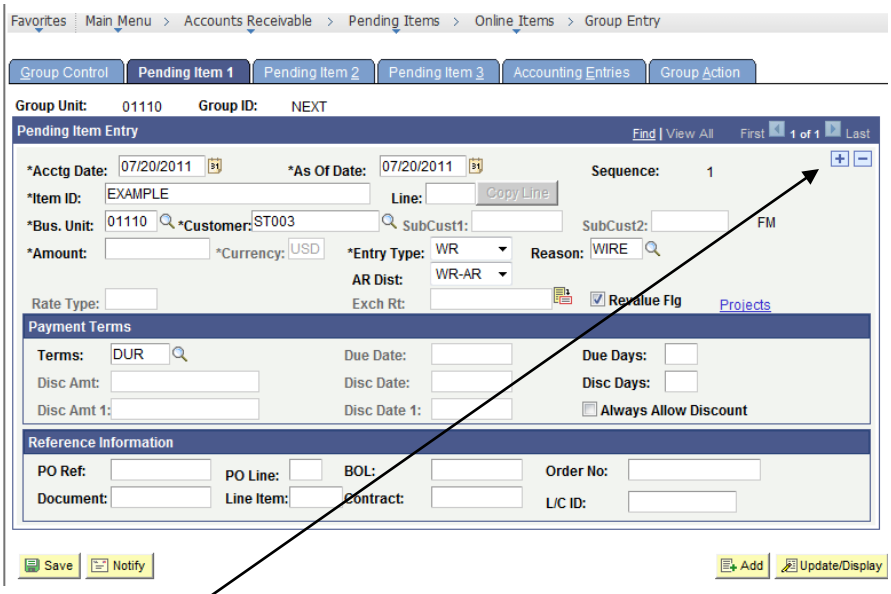
Click on the Pending Item 1 Tab

The Pending Item 1 page displays.



- **Accounting Date and As of Date** – Accept default (**Never change**). Dates default from the Accounting date on the Group Control page.
- **Item ID** - Enter appropriate Item ID (Field is checked for duplicate items through the ARUPDATE Batch process which post the pending item on customers account) (Assign a numbering system to assure duplicates are not entered.) When ARUPDATE process runs overnight it checks the ItemId, Line and Customer number within a business unit and if all three are identical to original item that has posted you will receive an error for that line. Item duplicate error.
- **Line** – Enter appropriate sequential line # (not a required field) Line field is used if the ItemID for each line is the same. ARUPDATE process looks for ItemID, Line and Customer before it considers an item as a duplicate.
- **Customer**– Enter appropriate Customer ID
- **Amount** – Enter amount associated to Item
- **Entry Type –** Enter appropriate Entry Type or select valid value
- **Reason –** Enter appropriate Reason or select valid value
- **AR Dist –** Defaults in when you select Reason

COPY LINE BUTTON – This feature is used if you are entering multiple lines with the same Item ID using the line numbering field.

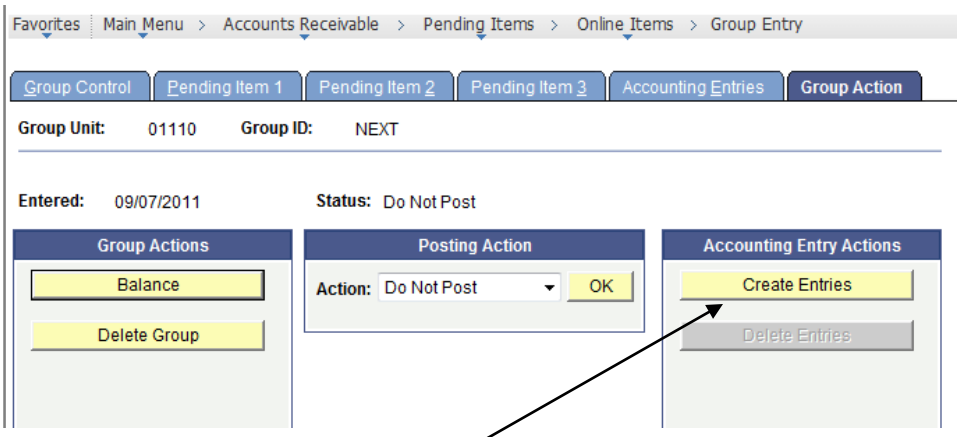


Click on [+] button to insert a new row. When all additional rows are entered:

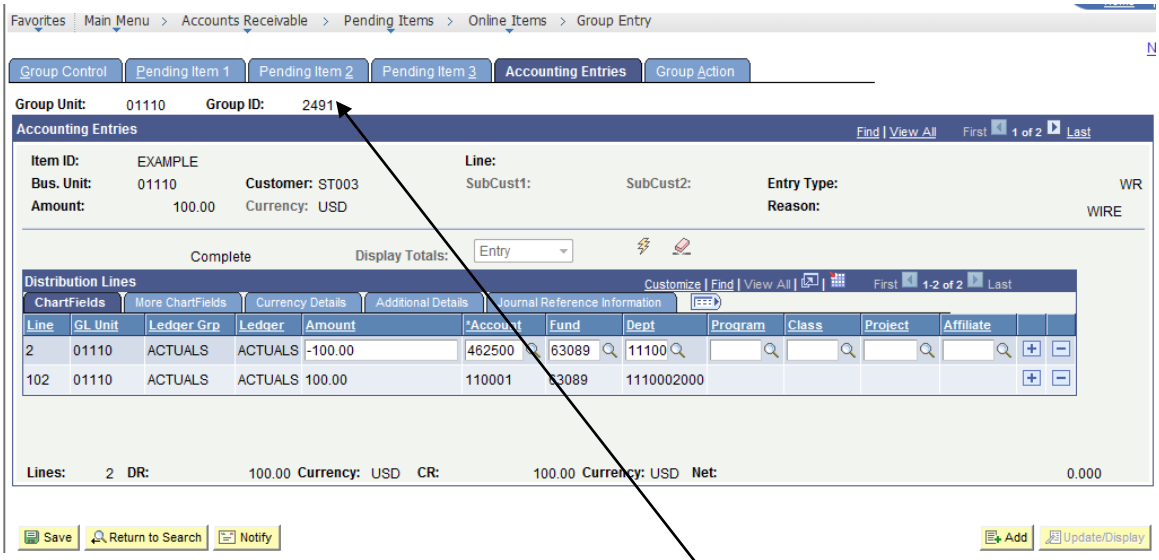
Click on the Group Action Tab

The Group Action page displays.

NOTE: Entry Types and Reasons vary between Business Units.



Click on the Create Entries button in the Accounting Entry Actions section of the page.



The Accounting Entries page displays. Also Group ID number is assigned. Some chartfields will default. Even though these chartfields default you can manually change the defaults to the appropriate Chartfields. Remember the fields that are mandatory are: Account, Fund and Dept.

Enter appropriate Chartfield info:

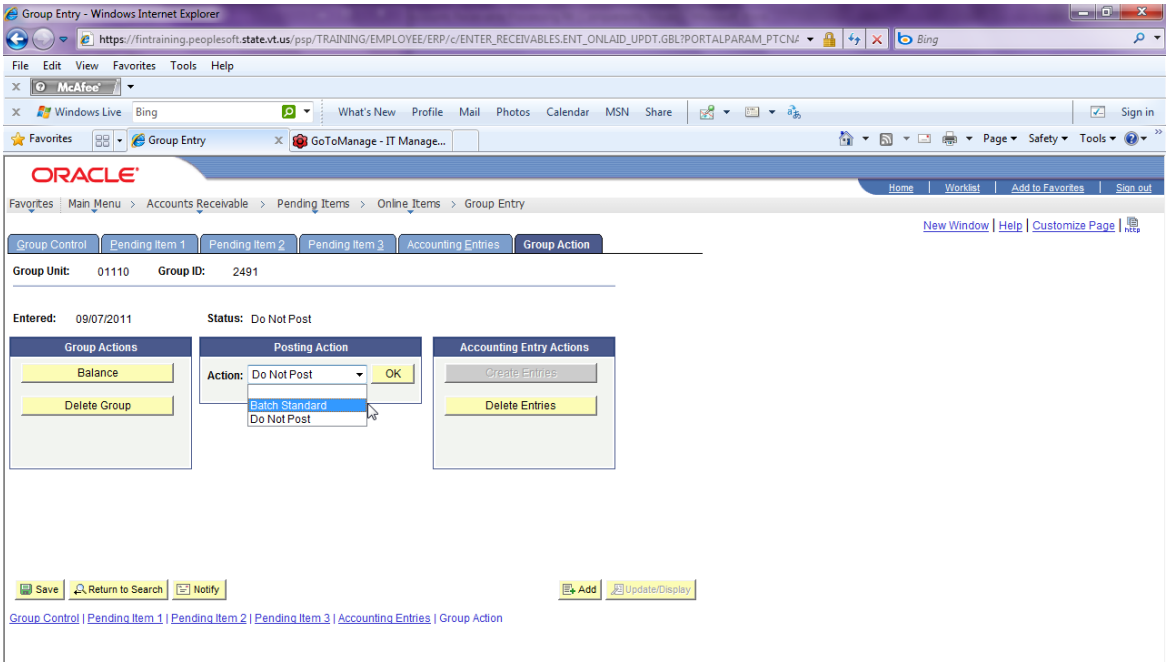
- **Account –** Leave as default or enter appropriate account
- **Fund –** Leave as default or enter appropriate fund
- **Dept -** Leave as default or enter appropriate Dept ID
- **Program, Class & Project Grant –** Leave as default or enter appropriate Program, Class or Project/ Grant

Click Save

Chartfield information entered carries to the debit side of the entry.

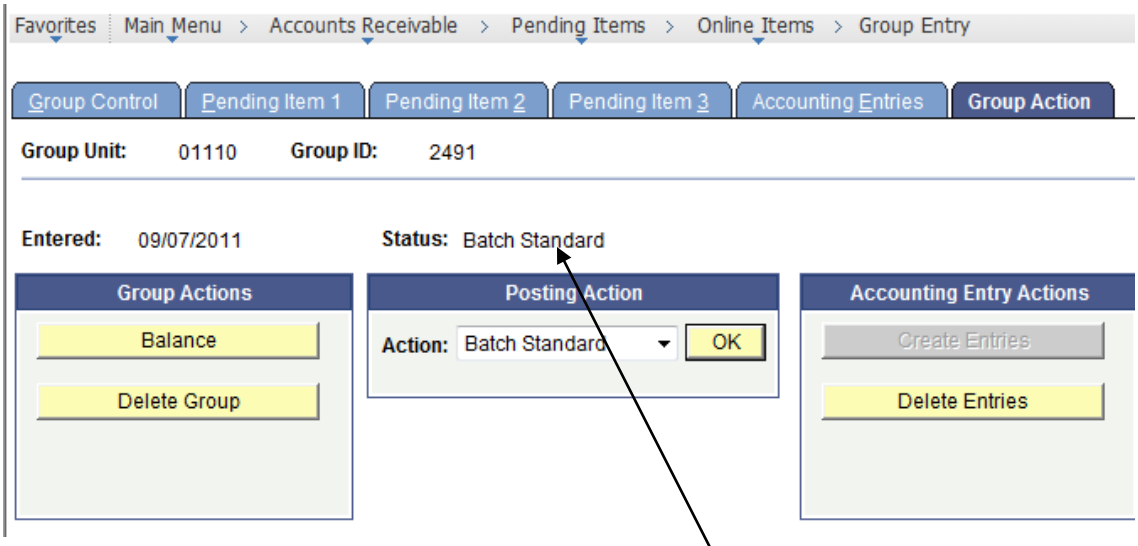
Click the Group Action tab.

The Group Action page opens.



Select the drop down arrow within the Action field: under the Posting Action section of the page.

- **Select Batch Standard**
- **Click OK button**



The Status changes from Do Not Post to Batch Standard. The AR Pending Item group is set to post the next time the AR Update process runs. ARUPDATE is run as a batch process nightly.

**** Record Group ID # _____

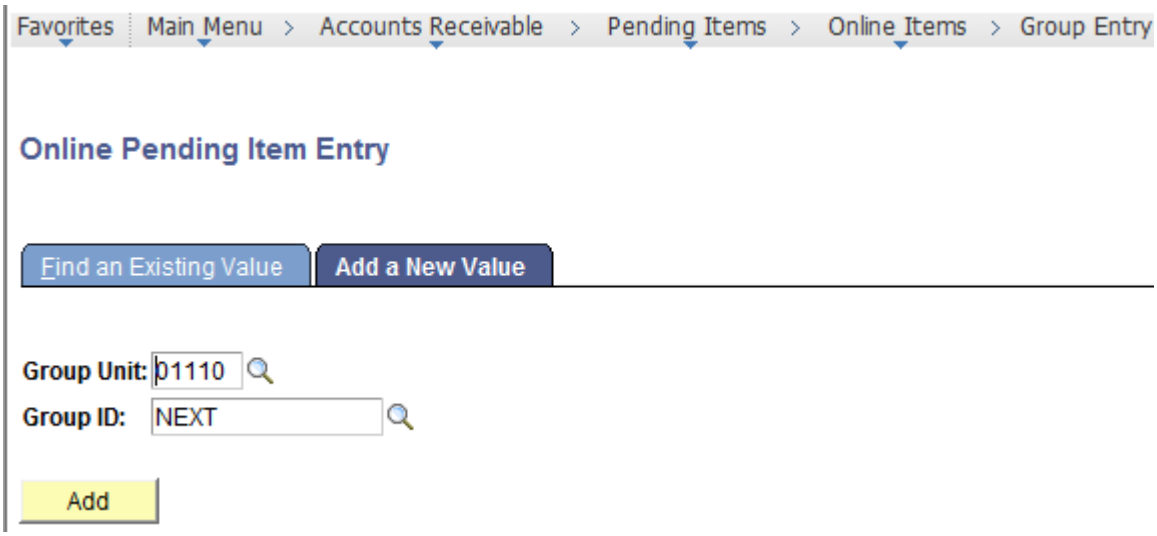
ENTERING A PENDING GROUP IS COMPLETE

Enter an Online A/R Credit Pending Item

Possible situations when this function is used: Create a Credit to a customer's account for item(s) that may have been overcharged or entered twice. Once Credit pending group has posted you will be required to enter a maintenance worksheet in order to close account for item (invoice). See Maintenance worksheet section of manual for more information.

Navigation: Accounts Receivable > Pending Items > Online Items > Group Entry

Click on the Add a New Value Tab



Group Unit

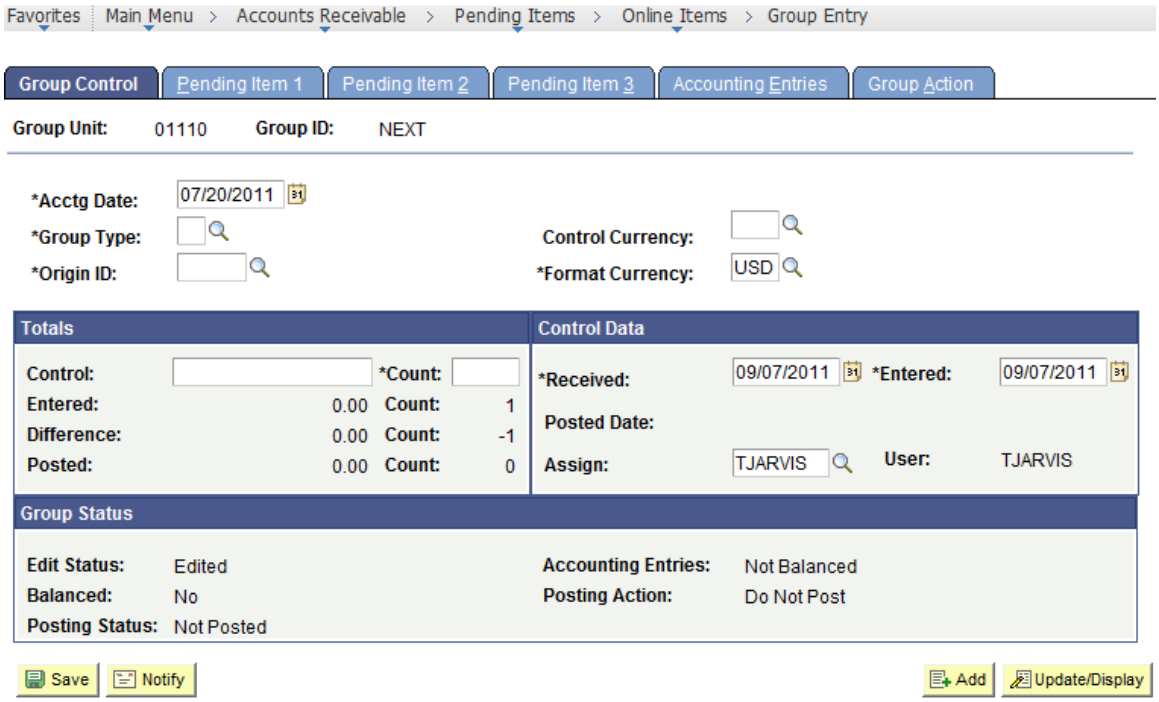
- leave as default **or**
- enter the appropriate Group Unit

Group ID

- Defaults as **NEXT**, accept default – system will assign the next sequential number.

Click the ADD button

The Group Control page displays.

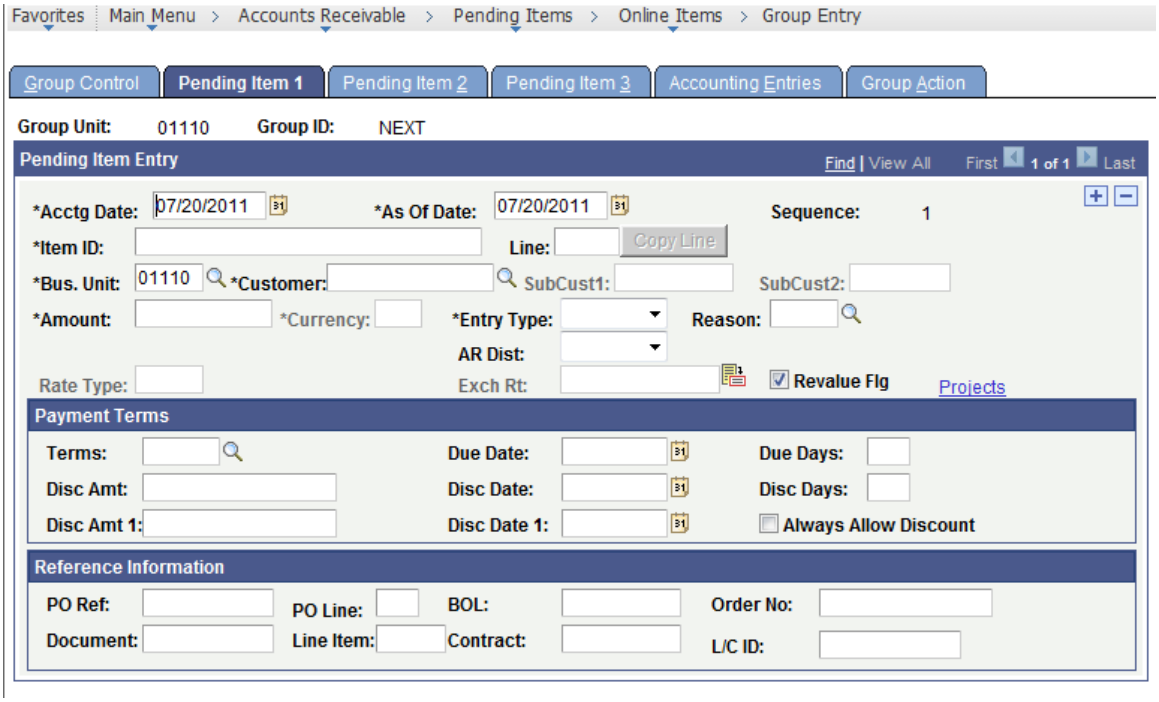


Enter Information on Totals Page

- **Accounting Date** – Enter current date
- **Group Type** – Enter type B - Billing
- **Origin ID** – Enter appropriate Origin ID from list of valid values.
- **Control Currency** – Enter USD
- **Control Total Amount** – Enter total Credit dollar amount - make sure to add credit sign (-)
- **Count** – Enter the appropriate Count (# of lines on pending item)
- **Entered Date** – Leave default of Current Date
- **Received Date** – Leave default of Current Date

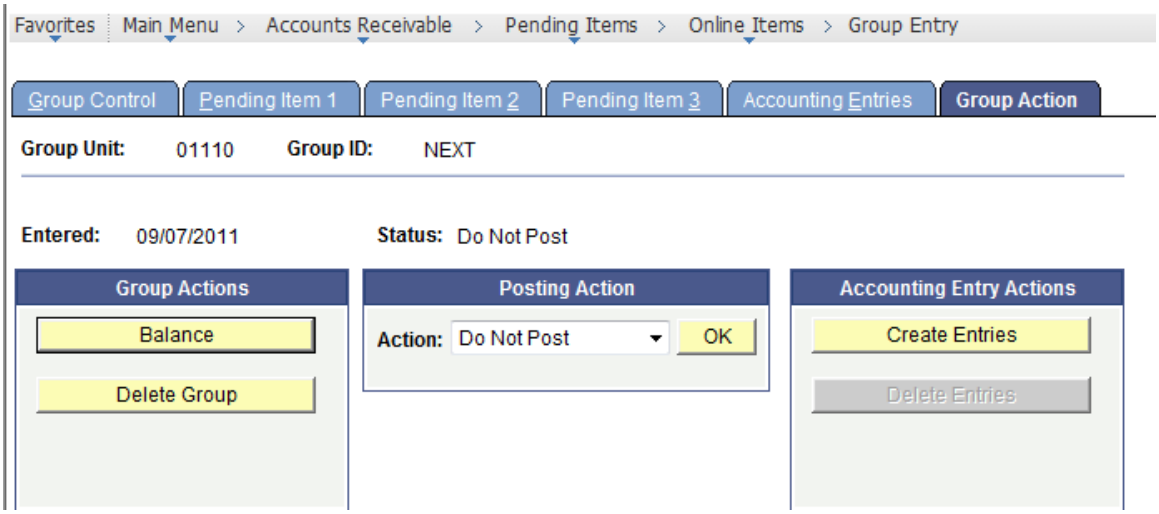
Click on the Pending Item 1 Tab

The Pending Item 1 Page displays.



- **Acctg Date** – defaults from Group control – never change
- **As of Date** – defaults from Group control – never change
- **Item ID** - Enter appropriate Item ID (This field allows up to 30 Alpha/Numeric characters). Make sure the Item ID is unique to avoid a duplicate item error.
- **Line** – Enter appropriate sequential line # (not a mandatory field)
- **Customer**– Enter appropriate Customer ID (once you tab out of field the customer short name will appear to the right of the page.
- **Amount** – Enter Credit Amount
- **Entry Type –** Enter Credit Entry Type
- **Reason –** Enter Credit Reason
- **AR Dist –** Defaults in when you tab out of Reason field

Click on the Group Action Tab

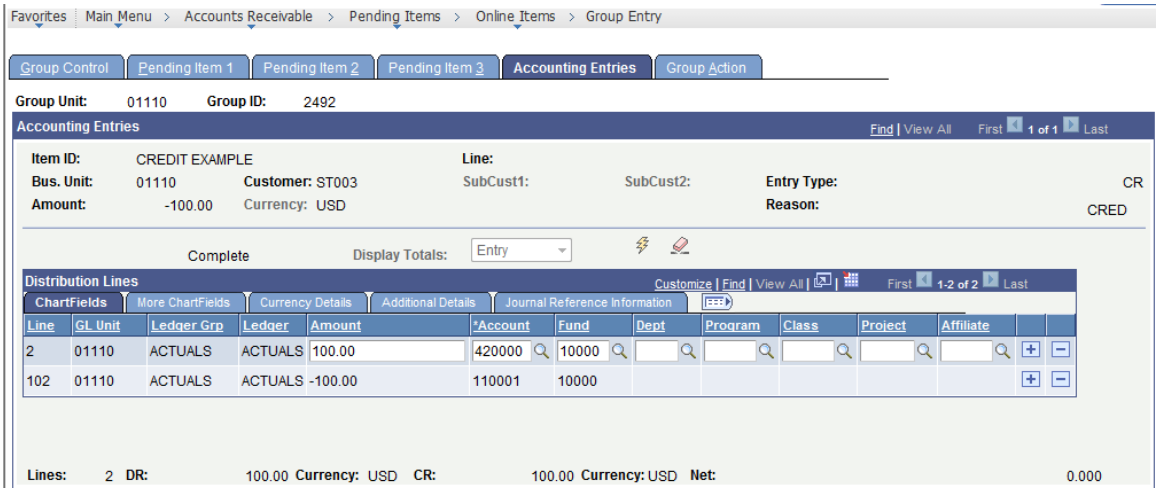


The Group Action page displays.

Click on Create Entries button in the Accounting Entry Actions section of page. This button creates accounting entries for all lines of the pending group and takes you to the Accounting Entries Tab as seen below. If you only have a few lines you can create the accounting entries by clicking on the Accounting Entries tab vs. Group Action tab and for each line you will need to click on the icon to create accounting entries.

For this example the Create Entries button was selected.

The Accounting Entries page displays.



Enter appropriate Chartfield info: What defaults for accounting entries is determined on the Entry Type and Reason that was chosen on the Pending Item1 page. The mandatory fields are **Account, Fund** and **Dept**.

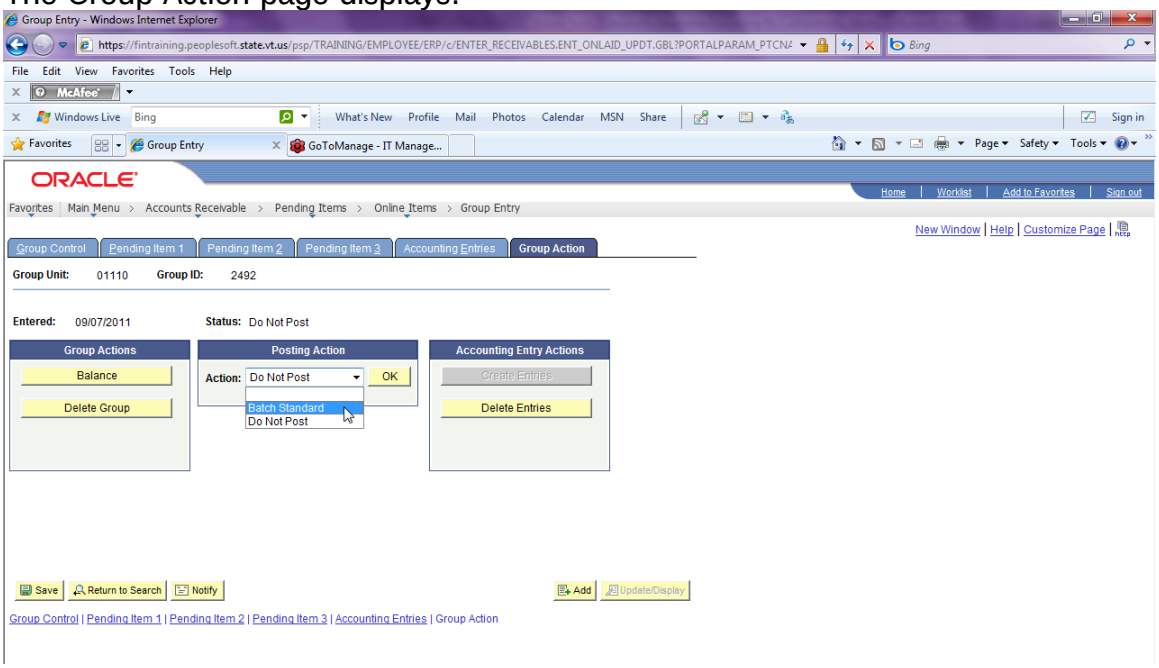
- **Account –** Leave as default or enter appropriate account
- **Fund –** Leave as default or enter appropriate fund
- **Dept –** Leave as default of enter appropriate Department ID (Dept ID)
- **Program** – Enter or select valid value if required
- **Class** – Enter or select valid value if required
- **Project** – Enter or select valid value if required.

Click Save

A new Group ID is assigned and chartfield information entered carries to the AR side of the entry.

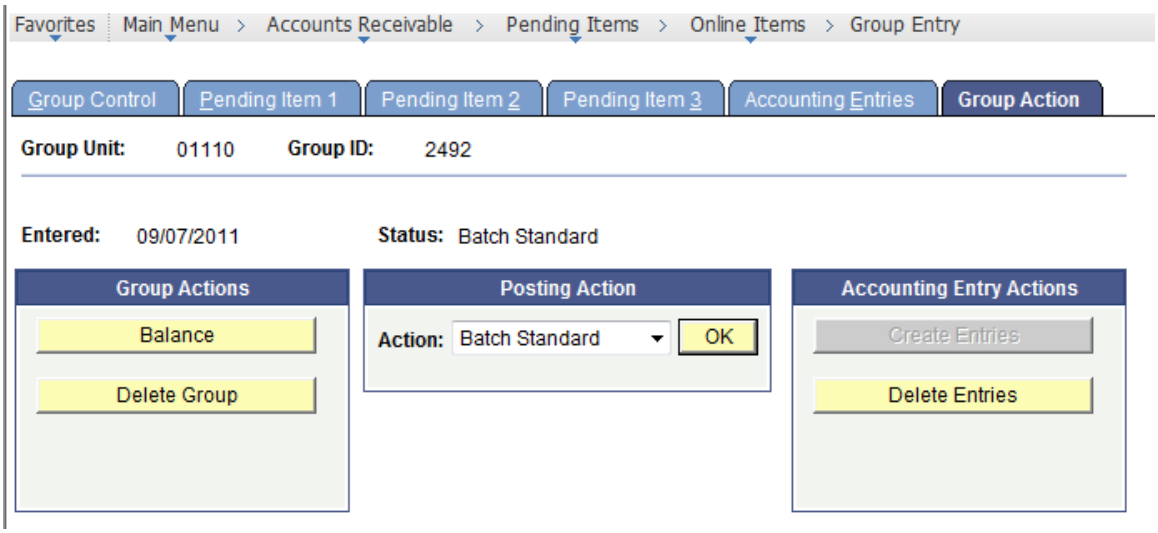
Click the Group Action tab.

The Group Action page displays.



Select the drop down arrow for the Action: under the **Posting Action** section of page.

- **Select Batch Standard**
- **Click on the OK button**
- **Click the Save Button**



The Status changes from Do Not Post to Batch Standard. The AR Pending Item group is now set to post. The next time ARUPDATE process runs, which is a nightly batch process, the group will post to the customer's account.

Note: Credit pending item will post to customer's account through the overnight batch process ARUPDATE. Once this happens a maintenance worksheet needs to be entered in order to close the customer's account for that item. Instructions for maintenance worksheet are found under Create a Maintenance Worksheet.

ENTER AN ONLINE A/R CREDIT PENDING ITEM IS COMPLETE

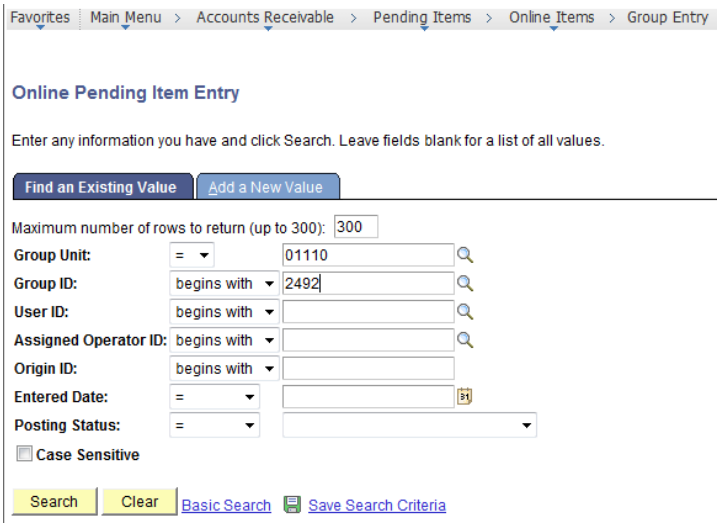
Delete an Entered Online A/R Pending Item That Has Not Posted

Possible situations when this function is used: When an A/R Pending item for a customer has been entered, but the group has not yet posted to the customer's account, and it is determined that the group is not needed.

NOTE: If an Online A/R Pending Item group has already been posted to the customer's account and needs to be deleted, contact Financial Operations or VISION Finance Support to have the group unposted (unposting can only occur within the current month or first five business days of the new month). The group cannot be deleted, but will remain in unposted status. A group number will be assigned when the group is unposted. For A/R groups posted outside this timeframe, contact Financial Operations or VISION Finance Support for proper procedures.

Navigation: Accounts Receivable > Pending Items > Online Items > Group Entry

The Online Pending Item Entry page opens to Find an Existing Value Page.



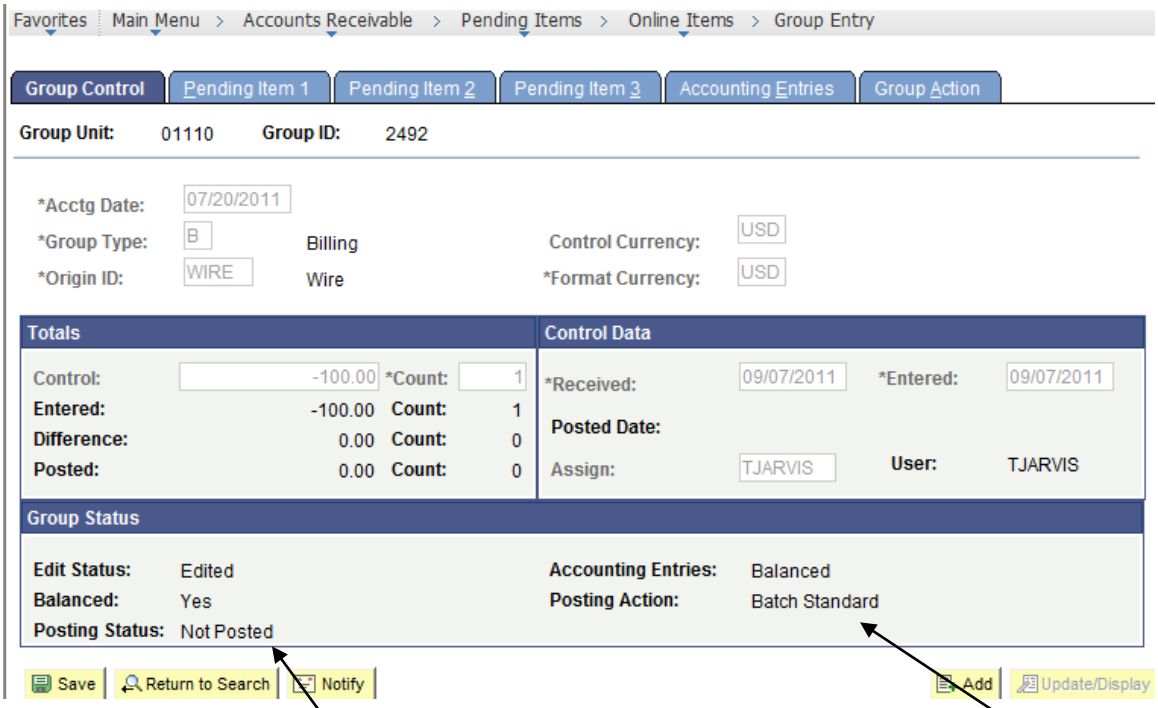
Enter Group Unit

- Leave as default **or**
- Enter the appropriate Group Unit

Enter Group ID

- Enter the appropriate Group ID

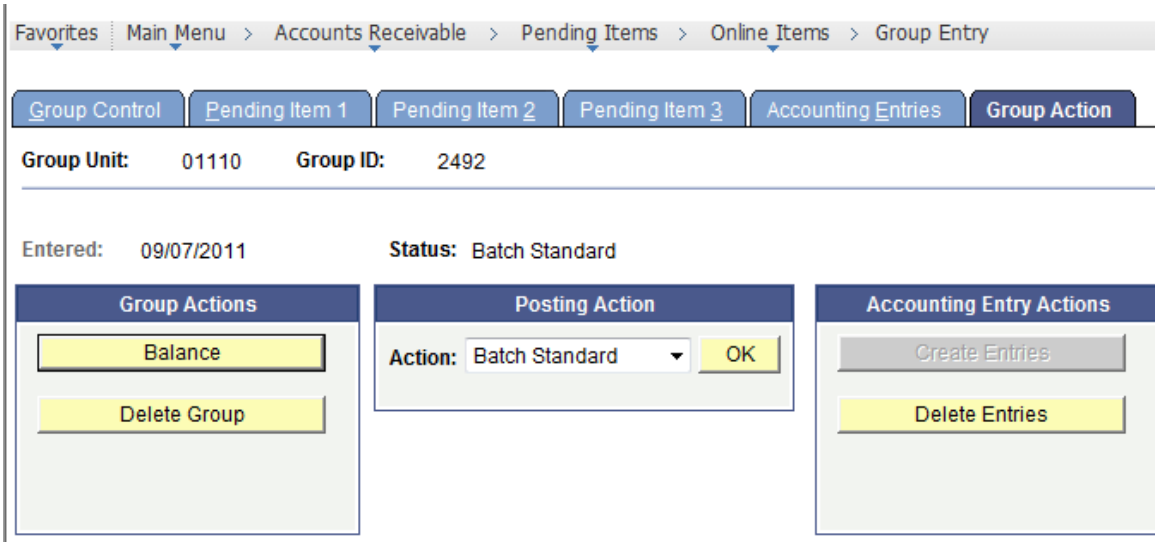
Click the Search button



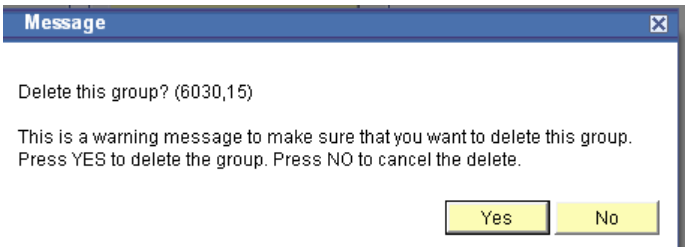
The Group Control page displays, with group set to posting action (Batch Standard), but not yet posted.

Click on the Group Action Tab

The Group Action page displays.



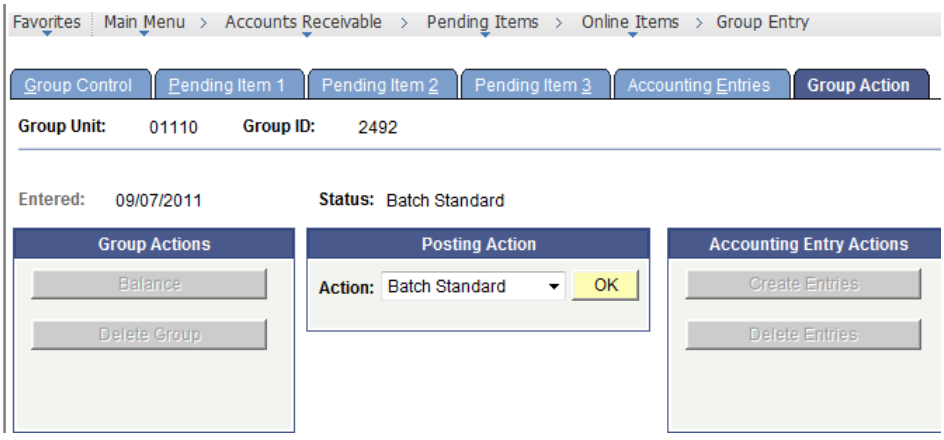
Click on the Delete Group Button



You will receive the warning message "**Delete this group**?"

Click Yes

You are returned to the Group Action page with the buttons no longer available.



To confirm that the Group has been deleted, do the following:

Navigation: Accounts Receivable > Pending Items > Online Items > Group Entry

The Online Pending Item Entry page displays.

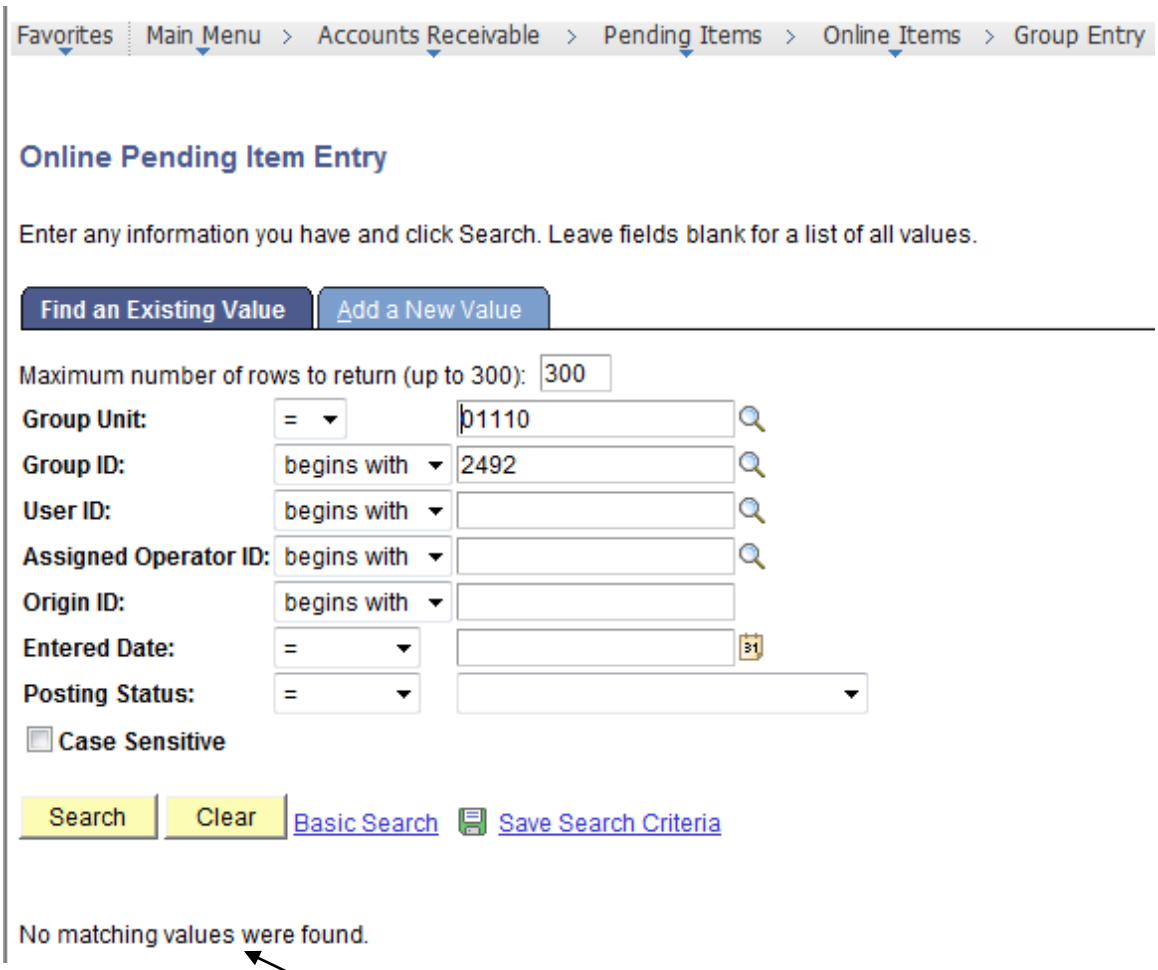
Enter Group Unit

- Leave as default **or**
- Enter the appropriate Group Unit

Enter Group ID

- Enter the appropriate Group ID

Click the Search button



You will receive the message "**No matching values were found**."

Group has been deleted and is no longer available.

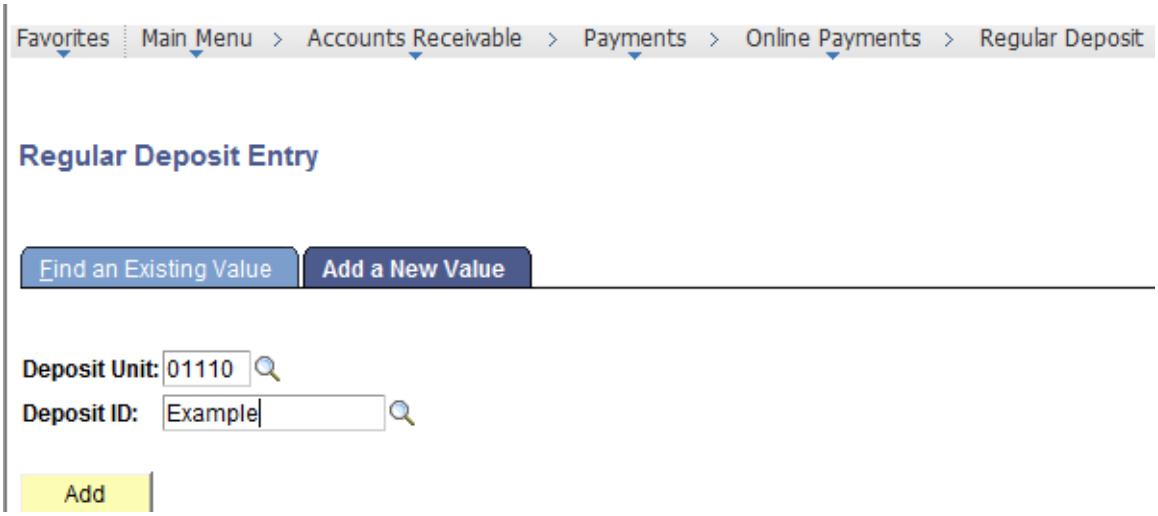
DELETE ONLINE PENDING ITEM IS COMPLETE

Enter Customer Deposit / Worksheet

Possible situations when this function is used: Regular customer deposits are used to apply payments to customer's accounts in the Accounts Receivable module**.**

Navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit

Click on the Add a New Value Tab



Your default BU will appear in the Business Unit field.

Enter Deposit Unit

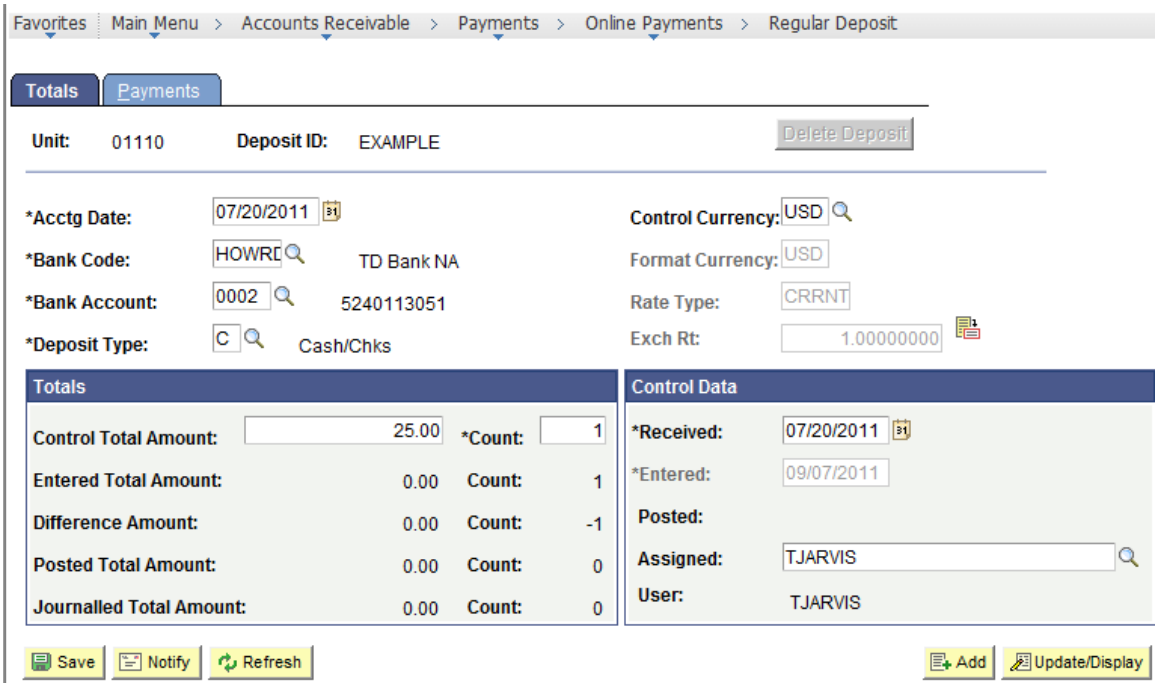
- leave as default **or**
- enter the appropriate Deposit unit

Enter Deposit ID

- Enter appropriate New Deposit ID

Click the ADD button

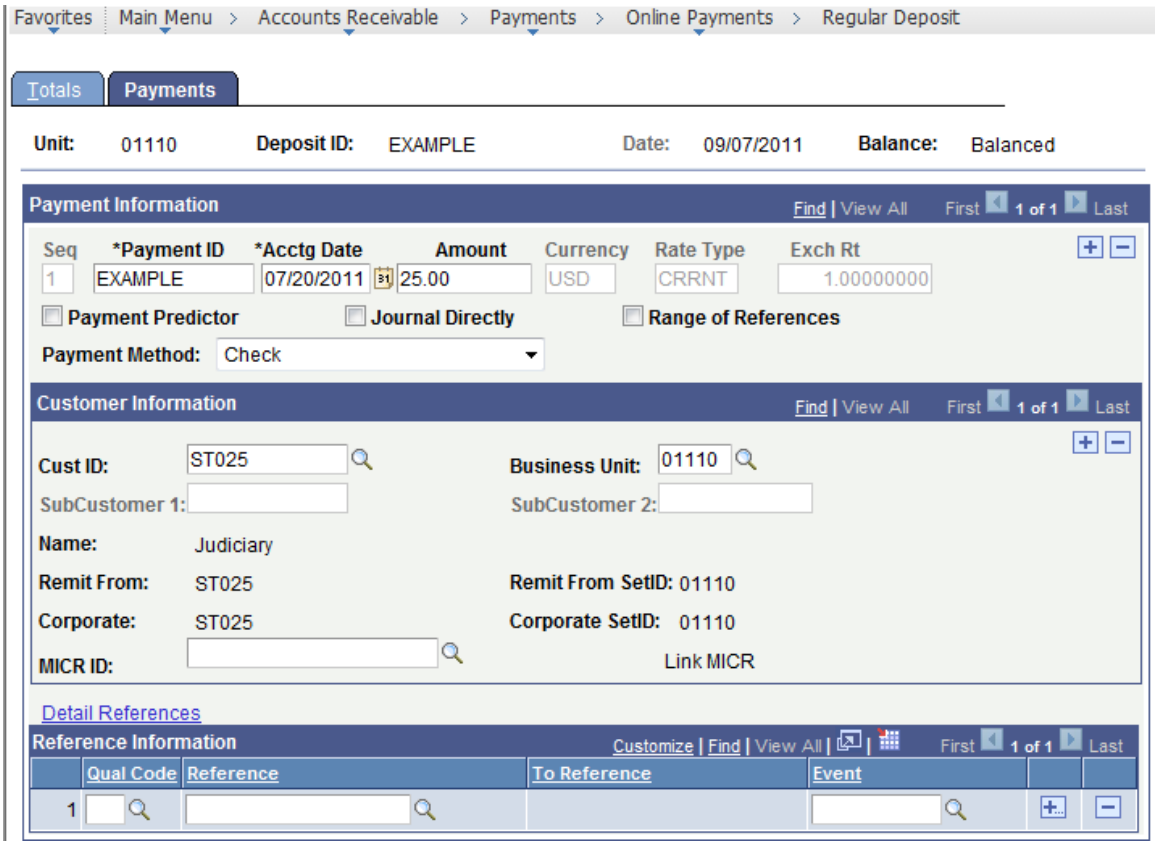
The Totals Page displays.



- **Accounting date** – current date default (Do not Change)
- **Entered date** – current date default (field is grayed out)
- **Received date** – (should equal bank deposit date)
- **Enter Bank Code** - Enter appropriate Bank Code
- **Enter Bank Account -** Enter appropriate Bank Account
- **Enter Deposit Type -** Enter appropriate Deposit Type (or deposit type defaults according to the Bank Code ad Bank Account that's selected).
- **Enter Control Currency -** USD
- **Enter Control Total -** Enter Control Total (This is the total amount of deposit)
- **Enter Count -** Enter Count - This is the number of payment lines (accounting lines) you will enter in the deposit.

Click on the Payments Tab

The Payments page is displayed.



Payment Information

- **Enter Payment ID** - Enter appropriate Payment ID for first payment line
- **Acctg Date** – Defaults in from the totals page
- **Amount** – Enter appropriate Amount for first payment line
- **Currency** – Defaults in from the totals page
- **Journal Directly** – do not select for customer deposits
- **Payment Method** – defaults as Check accept default

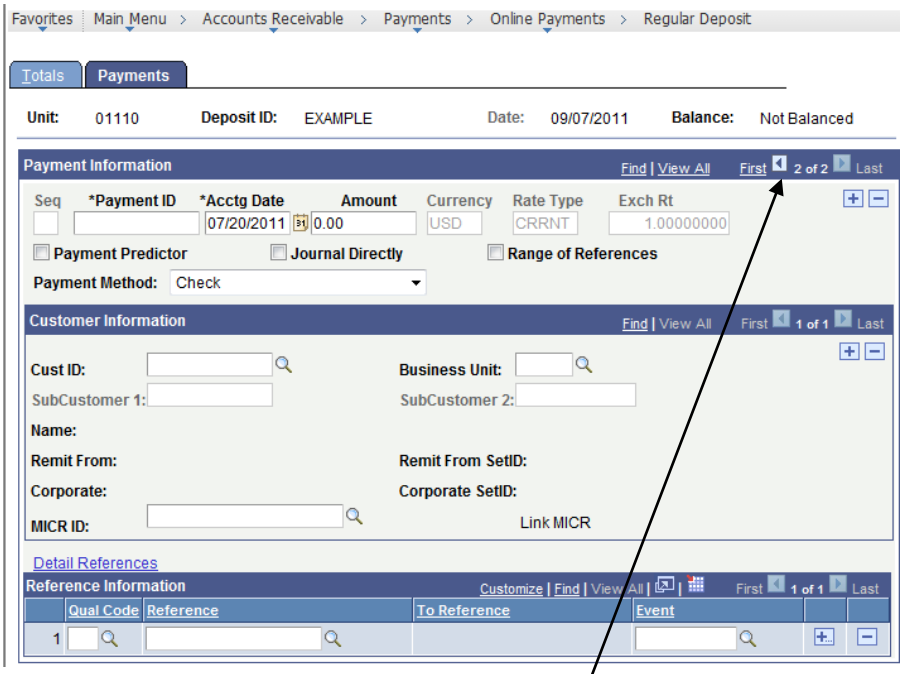
Customer Information

- **Cust ID –** Enter appropriate Customer ID
- **Business Unit –** Enter your billing Business Unit

Click on the Refresh button and the Customer Name and Remit From (and Corporate) Customer ID and SetID(and Corporate) default into the Customer Information section.

- **Insert a New Row by Clicking on the + icon at the TOP right of the page**

Note: It is important to click the appropriate + to insert a row. This page is divided into three sections and allows rows to be inserted in each section.



Payment page is display with second row.

Payment Information

- **Payment ID** - Enter appropriate Payment ID for second payment line
- **Acctg Date** – Defaults in from the totals page
- **Amount** – Enter appropriate Amount for second payment line
- **Currency** – Defaults in from the totals page
- **Journal Directly** – for customer deposits **DO NOT** select
- **Payment Method** – defaults as Check accept default

Customer Information

- **Cust ID –** Enter appropriate Customer ID
- **Business Unit –** Enter your billing Business Unit

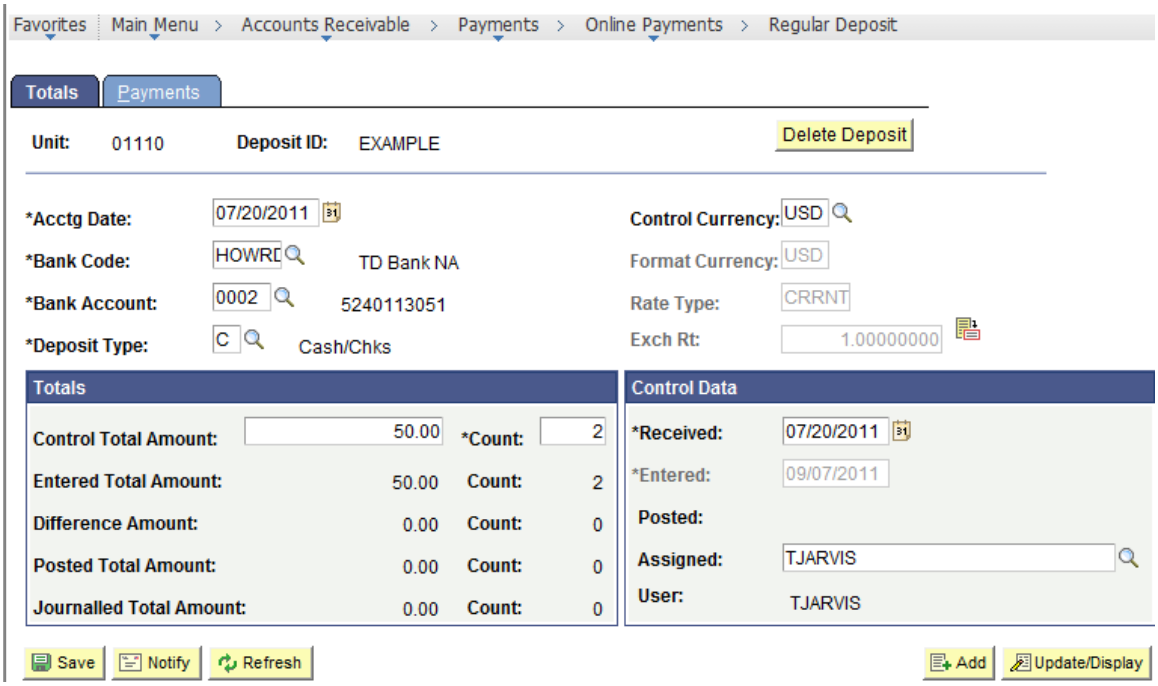
Click on the Refresh button and the Customer Name and Remit From (and Corporate) Customer ID and SetID (and Corporate) default into the Customer Information section.

Click the Save Button at the bottom left side of the page

NOTE: The deposit should be Balanced (see the upper right corner of the Payments Tab)

Click on the Totals Tab

The Totals page is displayed.

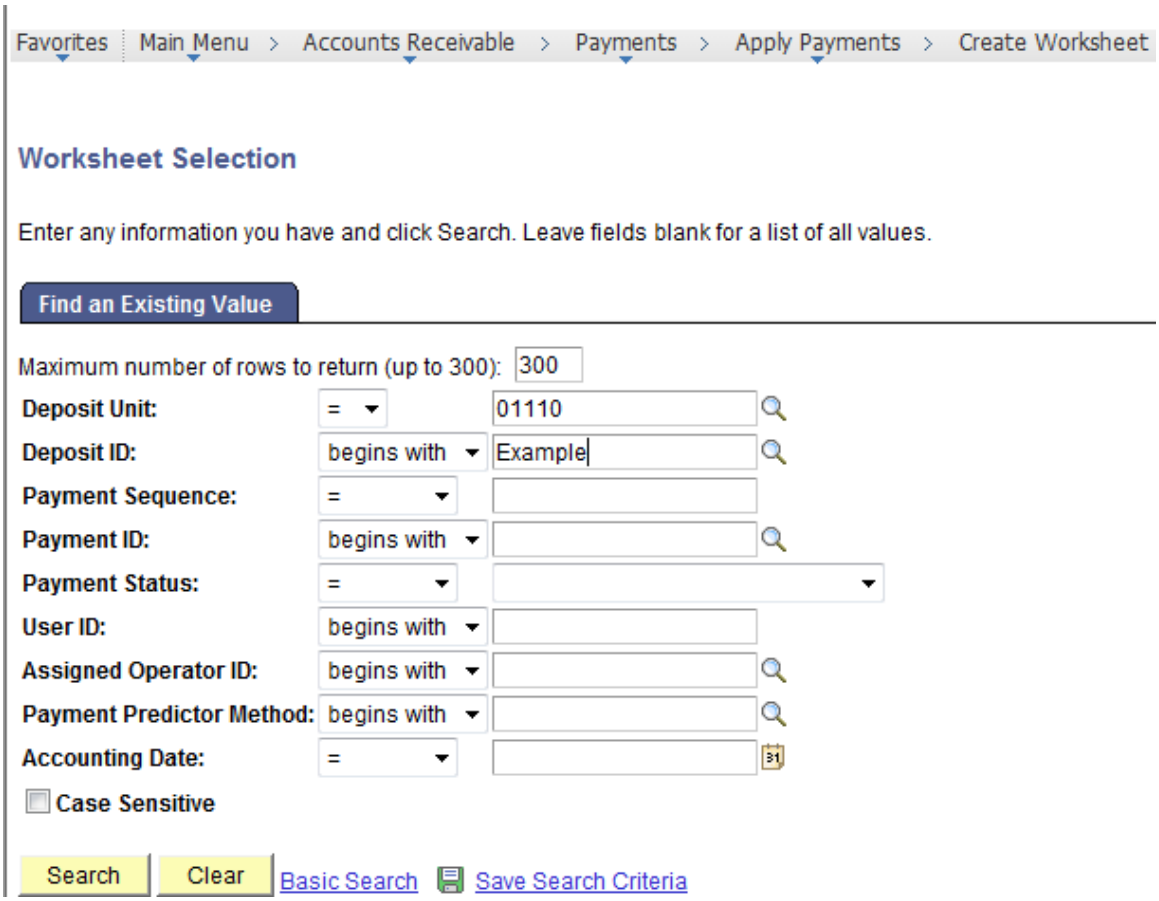


NOTE: The Control Total Amount and Count and the Entered Total Amount and Count should be the same. If there is a difference, review payment lines to find the incorrect dollar amount and correct it.

Regular Customer Deposit, which is your first step, has been completed.

Next step is to build a worksheet to select items where the payment(s) are to be applied. See Navigation below:
Navigation: Accounts Receivable > Payments > Apply Payments > Create Worksheet

The Worksheet Selection page displays

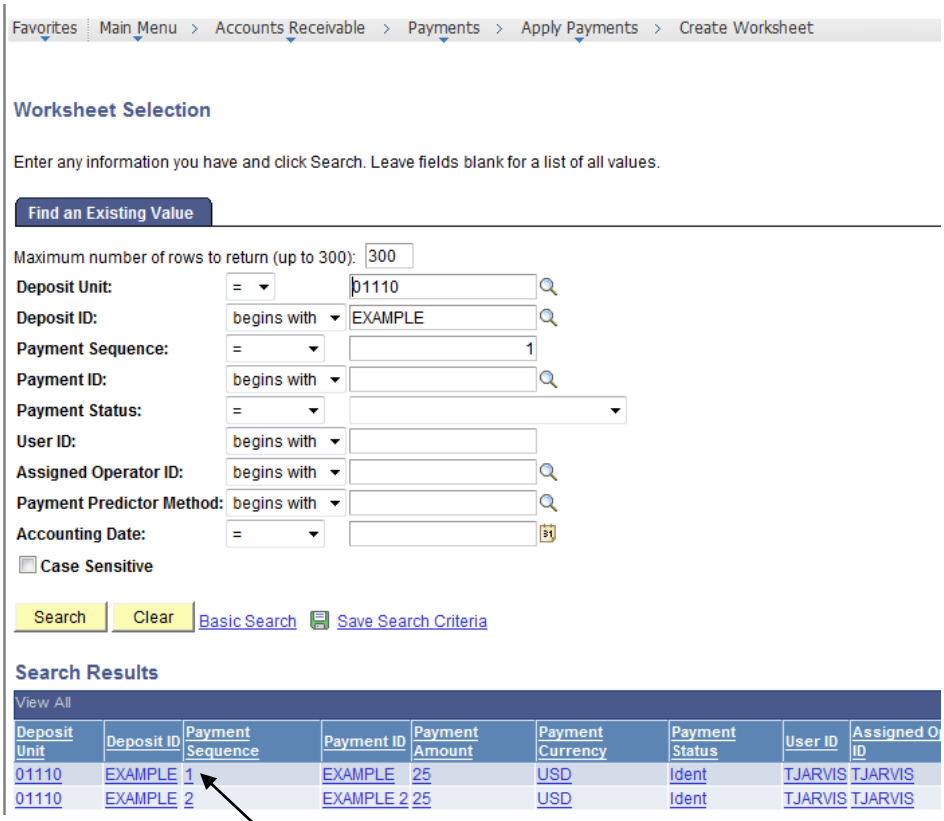


Deposit Id may default. If not enter the deposit ID #.

Your BU will appear in the Deposit Unit field and your Deposit ID will appear in the Deposit ID field. **OR**

- **Deposit Unit** – Enter appropriate deposit unit
- **Deposit ID –** Enter appropriate deposit ID

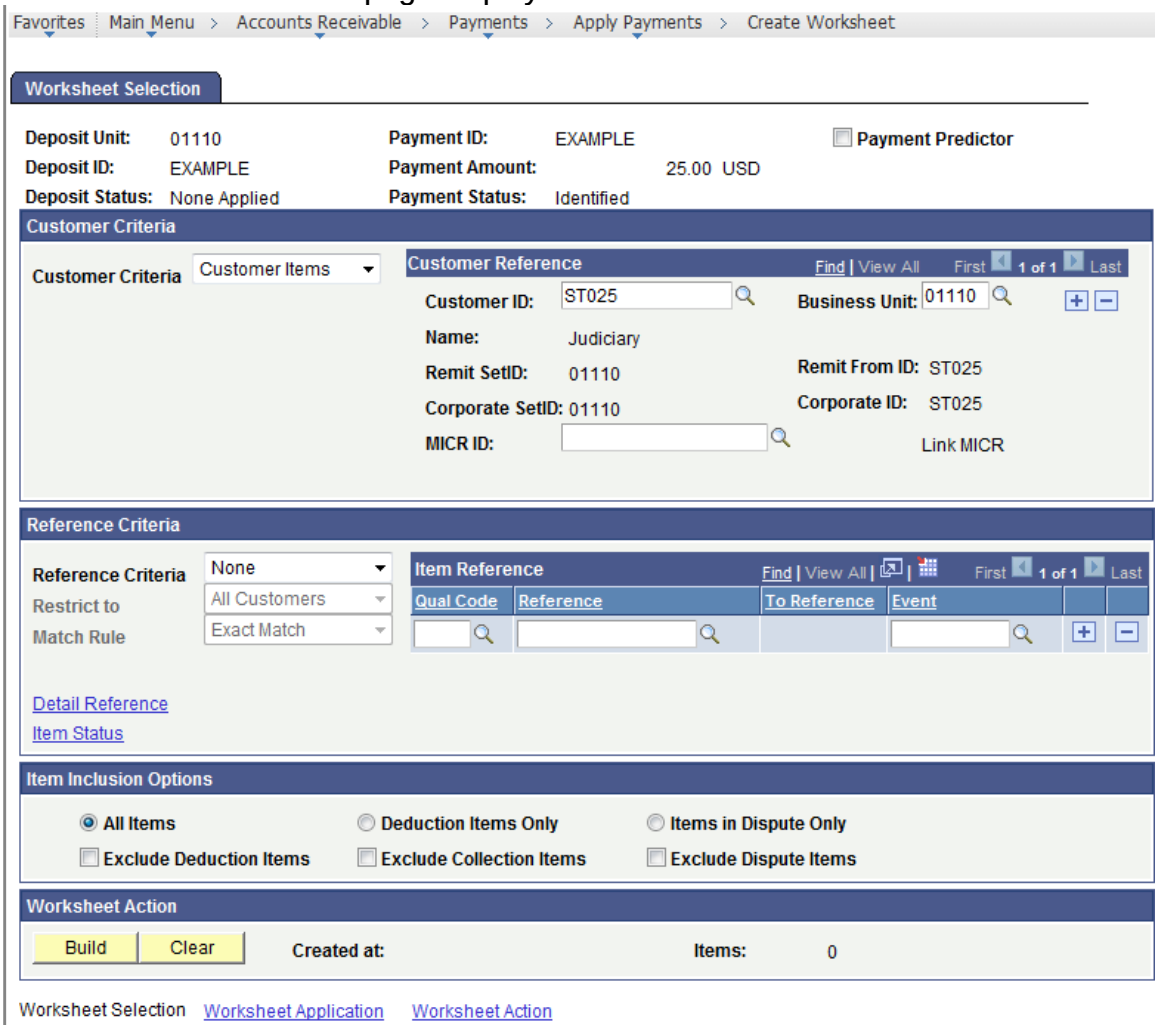
Click on Yellow Search Button



Search Results will return all lines of the deposit.

Select the first line of the deposit by clicking on it.

The Worksheet Selection page displays.



- **Deposit Status -** Defaults None Applied
- **Customer Criteria** – Defaults Customer Items
- **Customer ID** – Defaults (verify correct customer defaults)
- **Business Unit** - Defaults (verify correct business unit defaults)

Scroll to the lower section of the page.

Reference Criteria

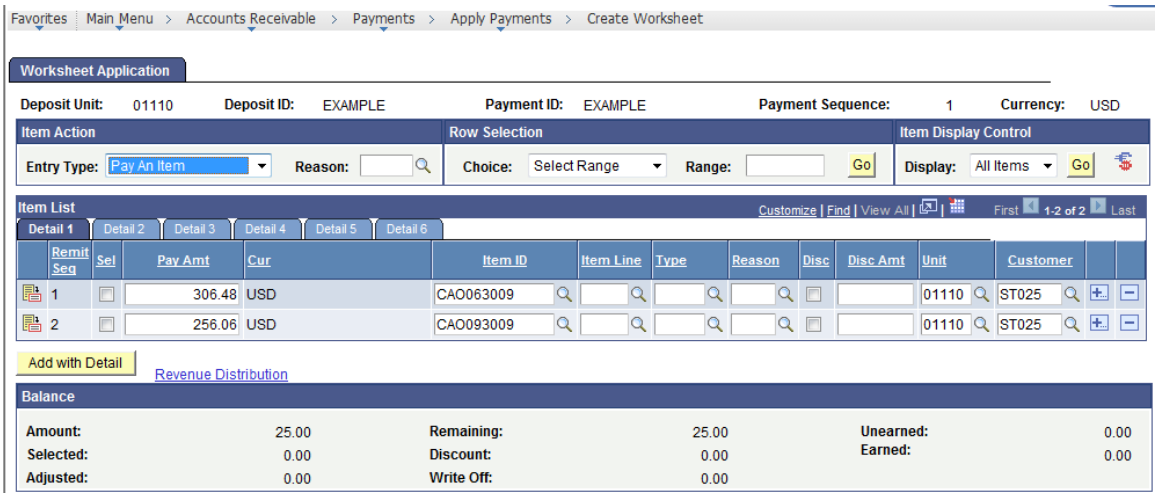
- Accept defaults no intervention is required**.**

Item Inclusion Options

- **All Items –** defaults as selected accept default

Click the Build Button.

The Worksheet Application page is displayed**.**



Worksheet is comprised of all open items that exist on the customer's account.

Item Action

- **Entry Type –** Defaults as Pay An Item, accept default

Item List

- This section shows all open items that exist for customer.

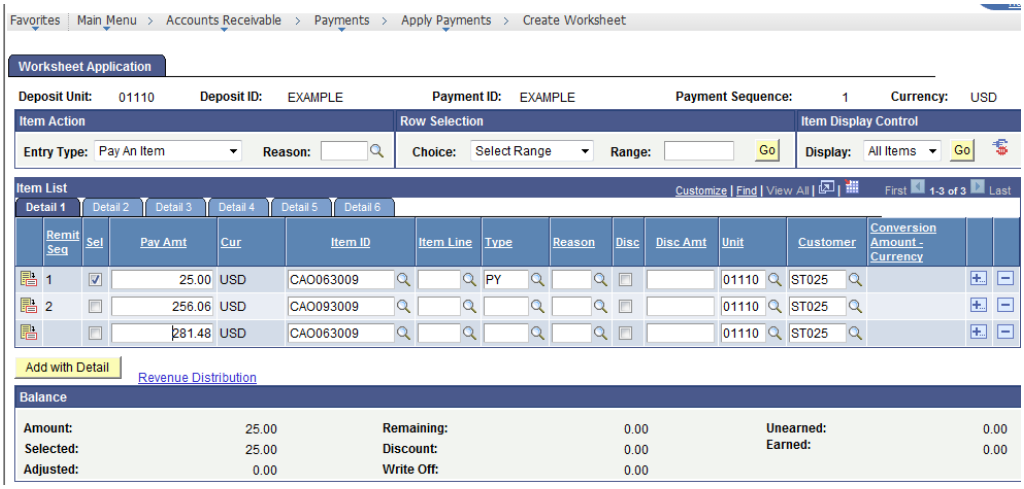
Balance

- **Amount –** Defaults amount of payment line selected
- **Selected –** totals for each line selected. The selected amount should equal the Total of Amount once all lines are selected.
- **Adjusted –** totals any lines that are adjustments
- **Remaining –** total amount of payment. Amount decreases when selecting lines to apply payment. Once the worksheet is completed the remaining amount should be zero.
- **Discount -** not currently used by SOV
- **Write off –** totals amount of write offs
- **Unearned –** not currently used by SOV
- **Earned –** not currently used by SOV

Select the item that you want to apply this payment to by checking the box to the left of the item.

Save the Page.

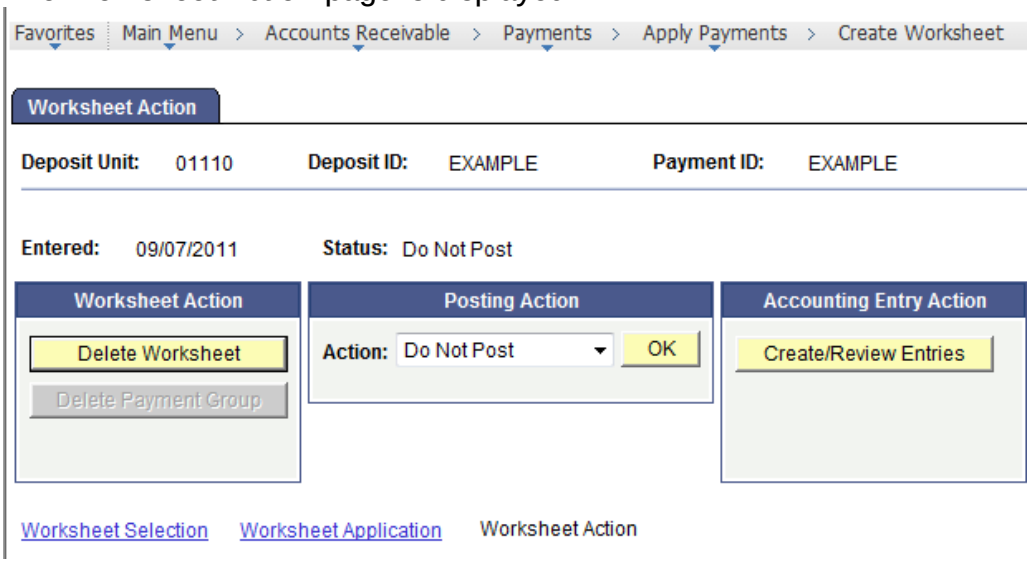
Note: If Partial payment item was billed for example 150.00 and customer only paid 100.00. To apply payment, in the pay amount field erase the amount. Example 150.00 is the full amount of the bill. Erase the amount and type in the amount of payment 100.00 click the refresh button and the balance will drop down to a new line for future payment.



The Remaining amount is now $0 and the Selected amount is now = to the payment Amount in the Balance section of the page. Before you can proceed to the next step worksheet needs to be balanced.

Click on the Worksheet Action link at the bottom of the page.

The Worksheet Action page is displayed.

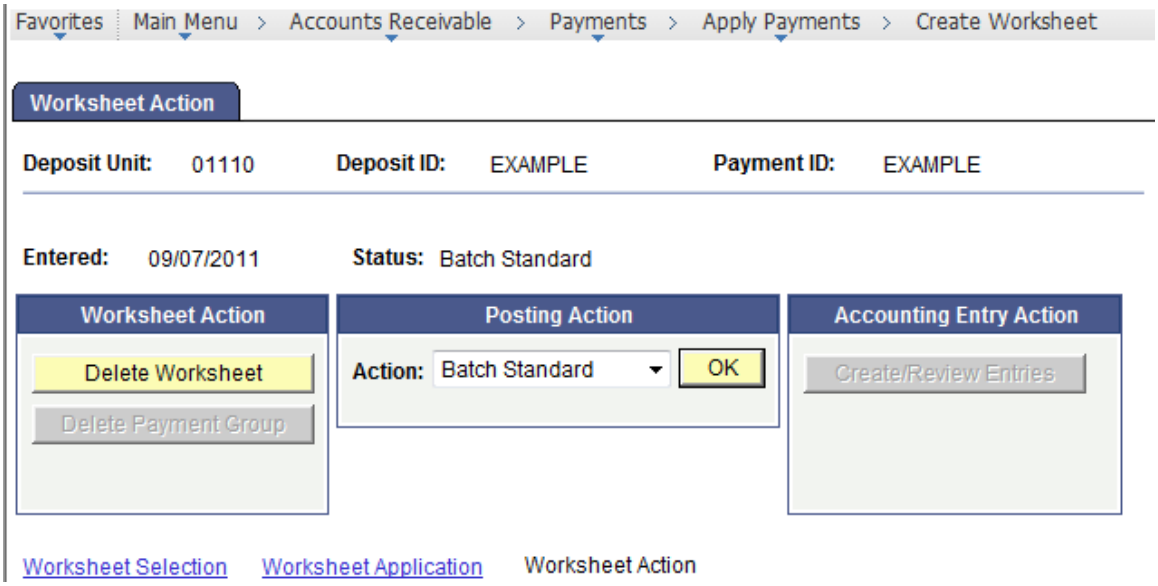


Status – defaults as **Do Not Post**

Click on the Action drop down arrow in the Posting Action section of the page

Select Batch Standard

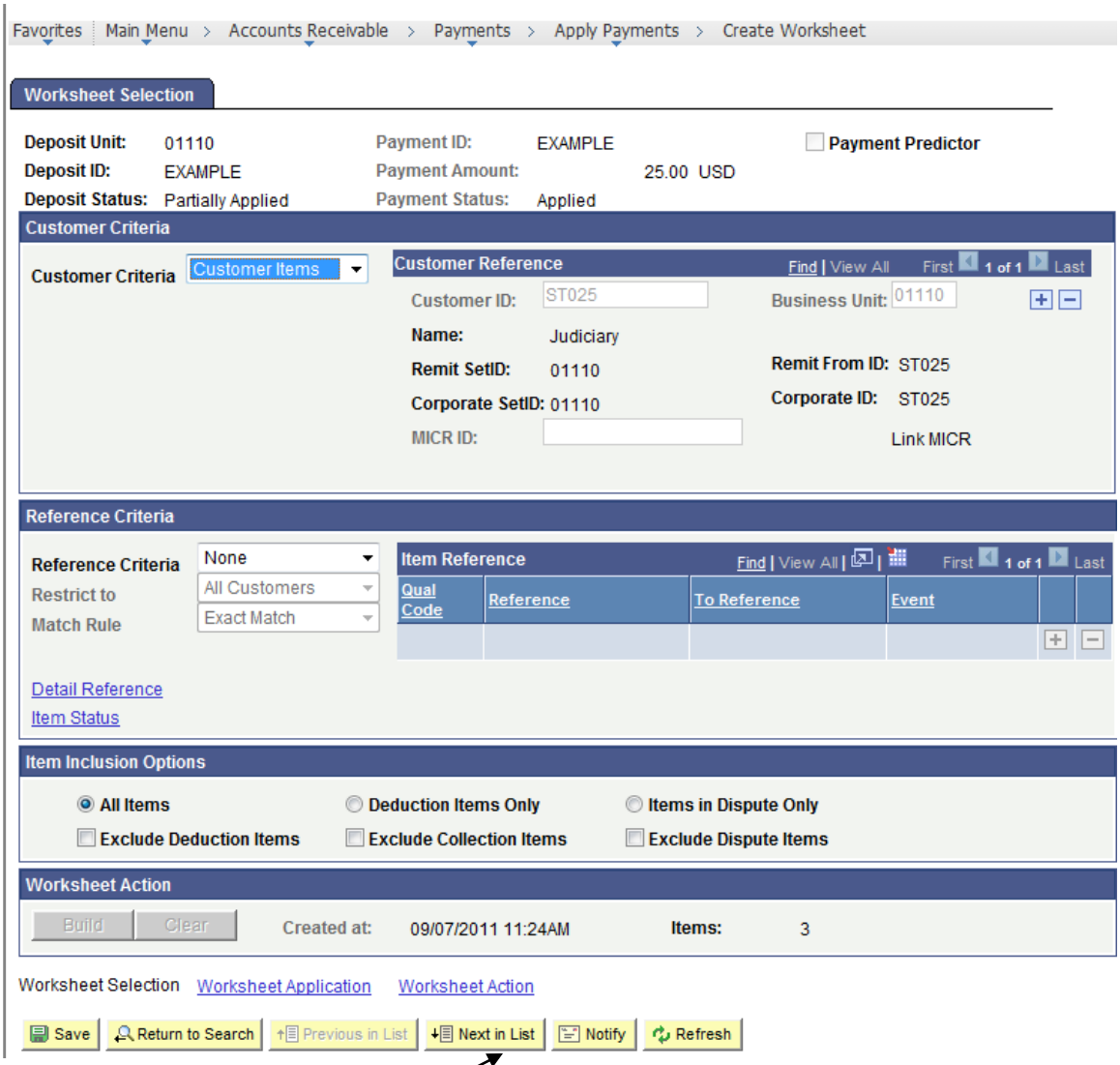
Click OK



Status Changes from **Do Not Post** to **Batch Standard**

Click the OK Button and Save

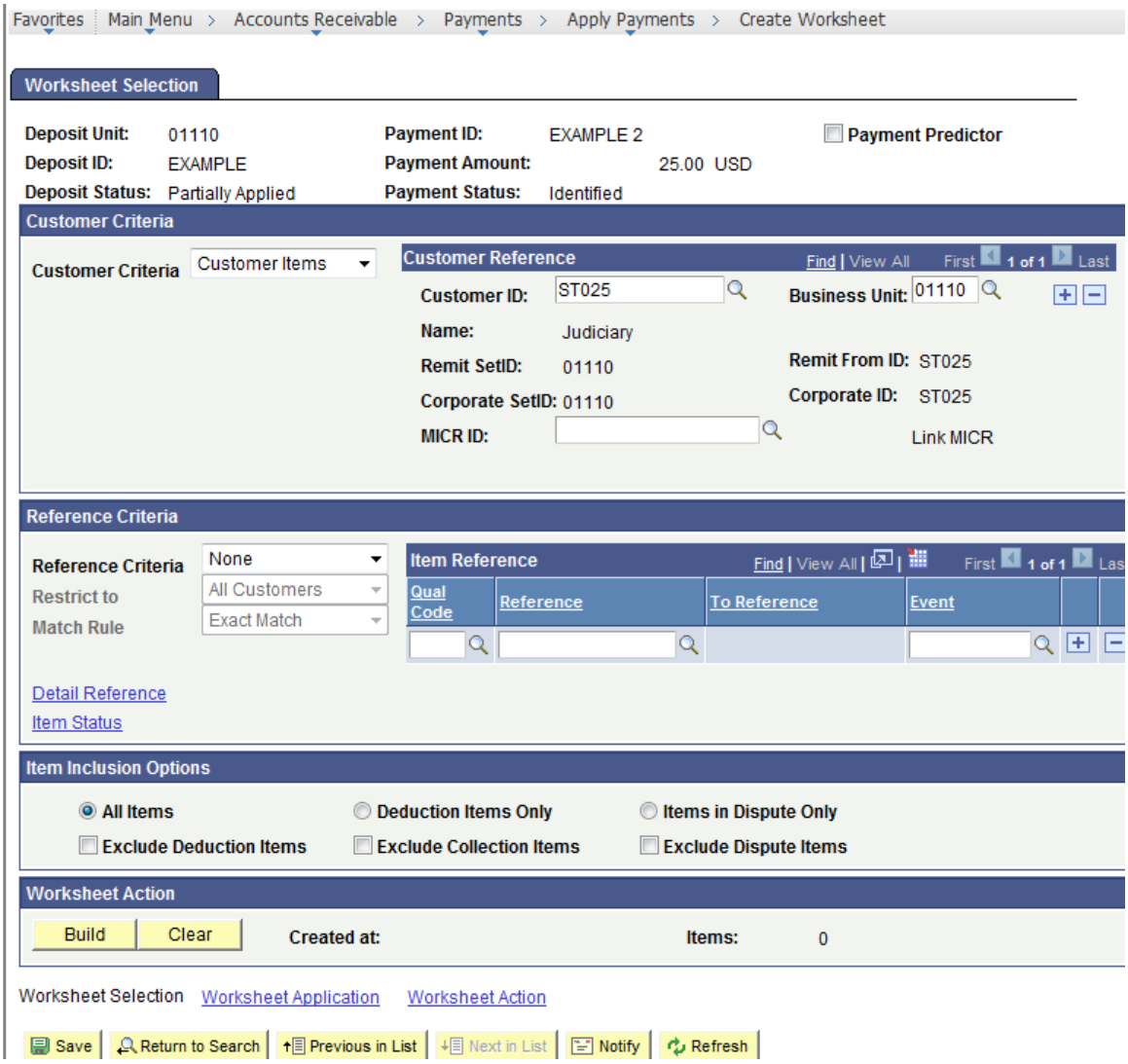
Click the Worksheet Selection Link on the bottom left of the page



You are returned to the Worksheet Selection page for the first line of the deposit. In this exercise the deposit consists of two lines.

Click the Next in List button bottom middle of the page.

The Worksheet Selection Page for the second Customer displays.



Before clicking the build button; verify you are working with the correct customer and Business Unit.

Reference Criteria

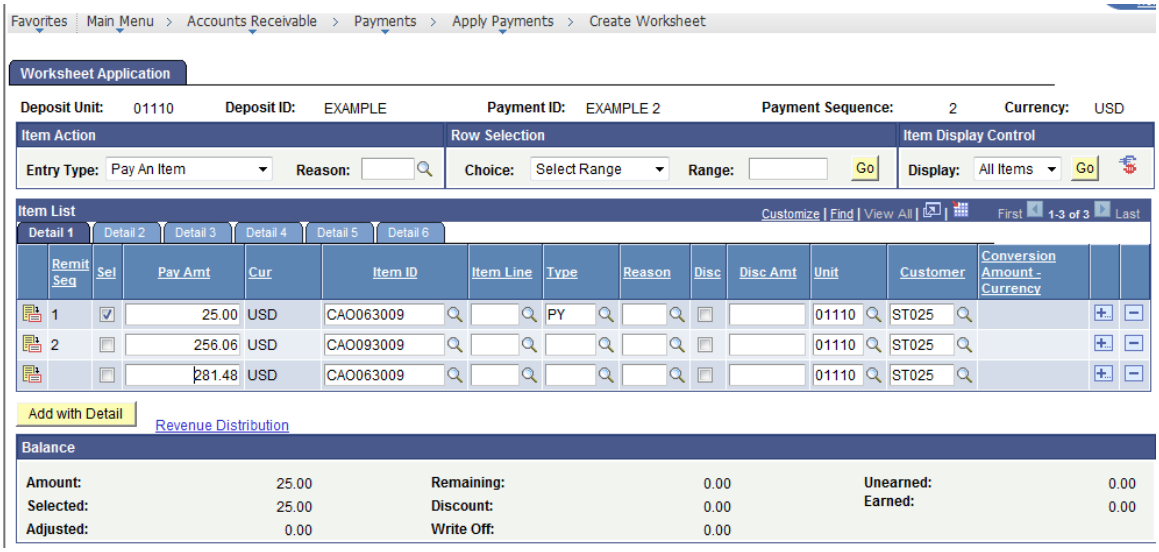
- Accept defaults no intervention is required.

Item Inclusion Options

- **All Items –** defaults as selected accept default

Click the Build Button.

The Worksheet Application page is displayed.



Item Action

- **Entry Type –** Defaults as Pay An Item, accept default

Item List

- This section shows all open items that exist for customer.

Balance

- **Amount –** Defaults amount of payment line selected
- **Selected –** Totals for each line selected. Net result, under balance, the selected amount should equal the Total of Amount once all lines are selected.
- **Adjusted –** Totals any lines that are adjustments.
- **Remaining –** Total amount of payment. Amount decreases when selecting lines to apply payment. Net result once worksheet is completed the remaining amount should be zero.
- **Discount -** not currently used by SOV
- **Write off –** totals amount of write offs
- **Unearned –** not currently used by SOV
- **Earned –** not currently used by SOV

Select the item that you want to apply this payment to by checking the box to the left of the item.

Save Page.

The Remaining amount is now $0 and the Selected amount is now = to the payment Amount in the Balance section of the page.

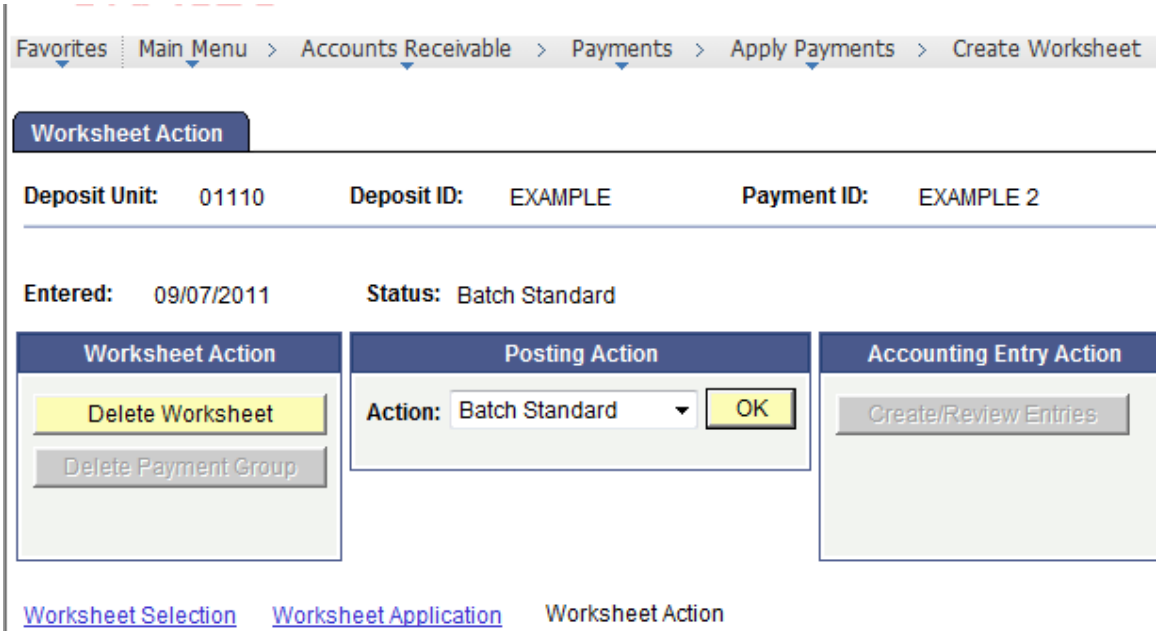
Click on the Worksheet Action link at the bottom of page.

Worksheet Action page is displayed.

Click on the Action drop down arrow in the Posting Action section of the page

Select Batch Standard

Click OK



Status Changes from **Do Not Post** to **Batch Standard**

Click Save Button

The deposit is now set to post the next time the ARUPDATE process runs. ARUPDATE runs every night.

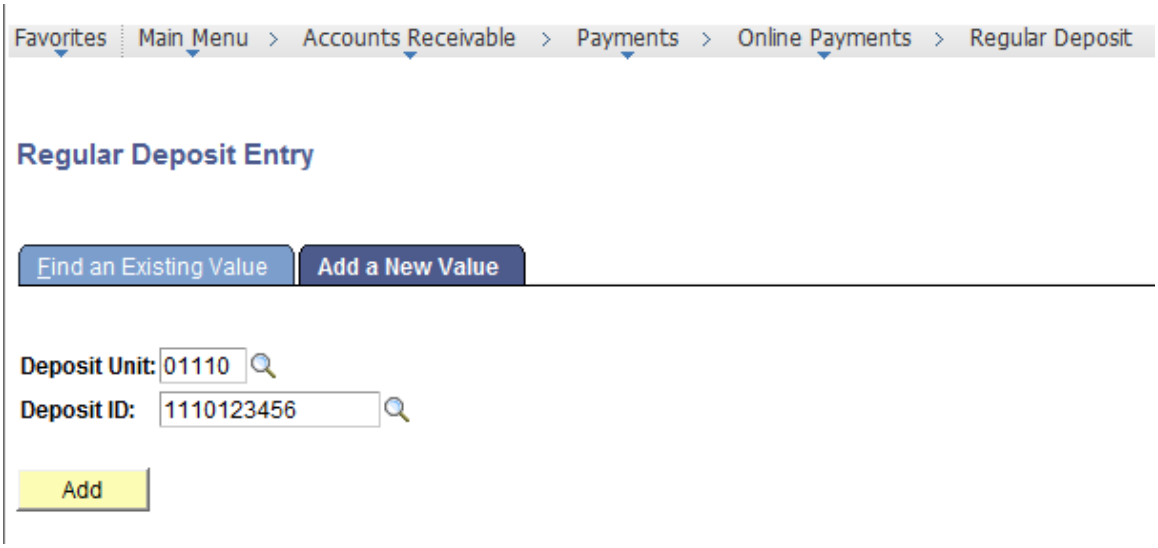
ENTER CUSTOMER DEPOSIT AND WORKSHEET IS COMPLETE

Enter Customer Deposit / Worksheet to Apply Payment On-Account

Possible situations when this function is used: Regular customer deposits are used to apply payments to customer accounts**.** Sometimes you can receive a payment from a customer that currently has no open receivables. If this occurs you would place the payment On-Account.

Navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit

Click on Add a New Value Tab



Your default BU will appear in the Business Unit field.

Enter Deposit Unit

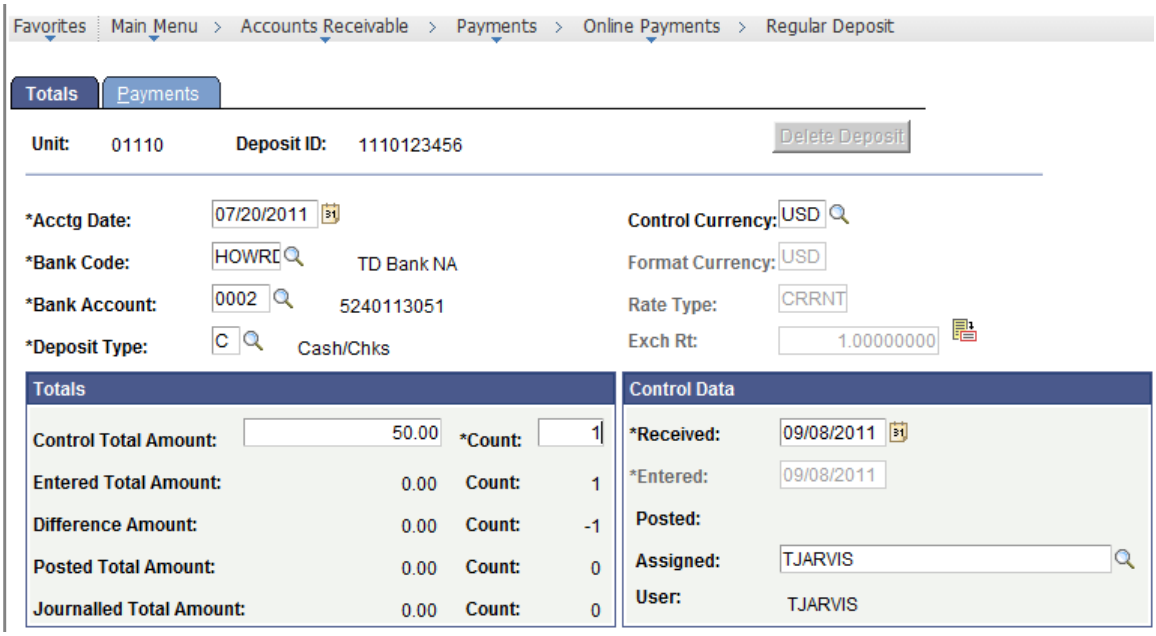
- leave as default **or**
- enter the appropriate Deposit unit

Enter Deposit ID

- Enter appropriate Deposit ID

Click the ADD button

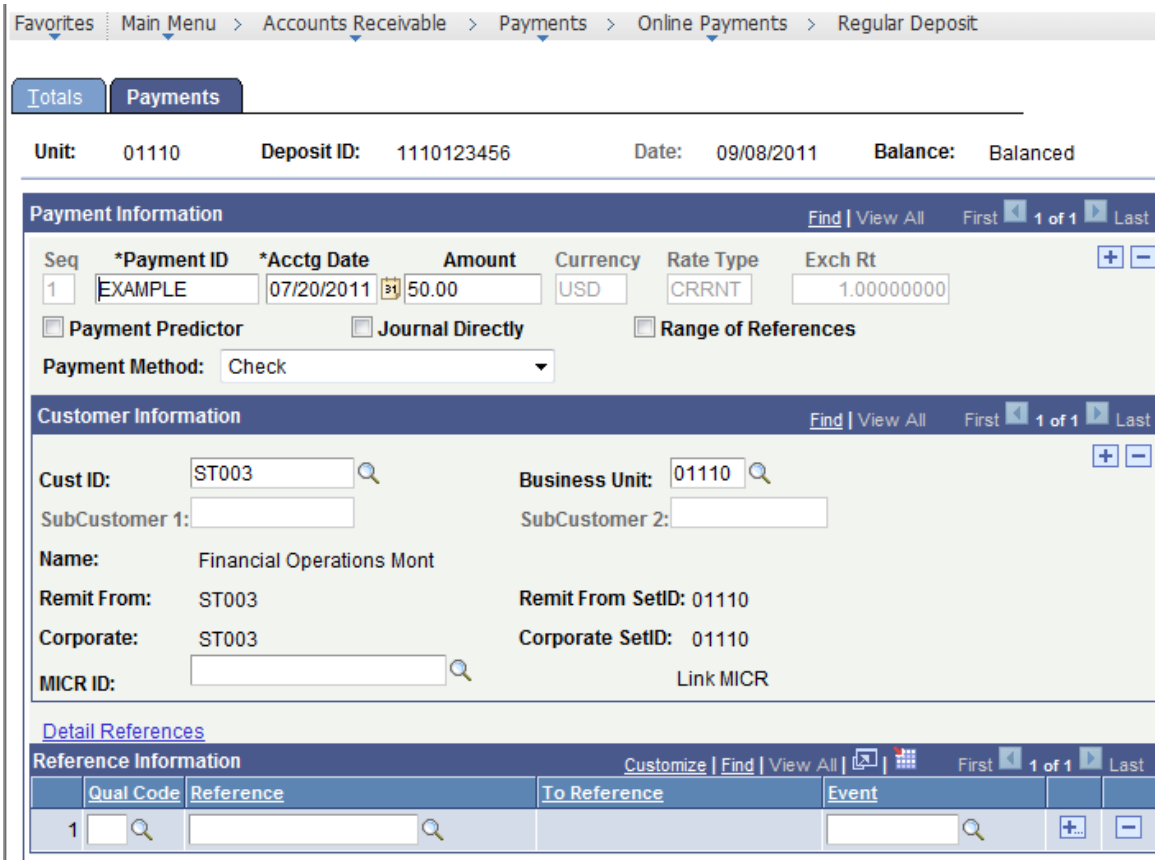
The Totals Page displays.



- **Accounting date** – current date default (Do not Change)
- **Entered date** – current date default (field is grayed out)
- **Received date** – (should equal bank deposit date)
- **Enter Bank Code** - Enter appropriate Bank Code
- **Enter Bank Account -** Enter appropriate Bank Account
- **Enter Deposit Type -** Enter appropriate Deposit Type (or deposit type defaults according to the Bank Code ad Bank Account that's selected).
- **Enter Control Currency -** USD
- **Enter Control Total** - Enter Control Total (This is the total amount of deposit)
- **Enter Count** - Enter Count - This is the number of payment lines (accounting lines) you will enter in the deposit.

Click on the Payments Tab

Payment Information is displayed



- **Enter Payment ID** - Enter appropriate Payment ID for first payment line
- **Acctg Date** – Defaults in from the totals page
- **Amount** – Enter appropriate Amount for first payment line
- **Currency** – Defaults in from the totals page
- **Journal Directly** – do not select for customer deposits
- **Payment Method** – defaults as Check accept default

Customer Information

- **Cust ID –** Enter appropriate Customer ID
- **Business Unit –** Enter Business Unit

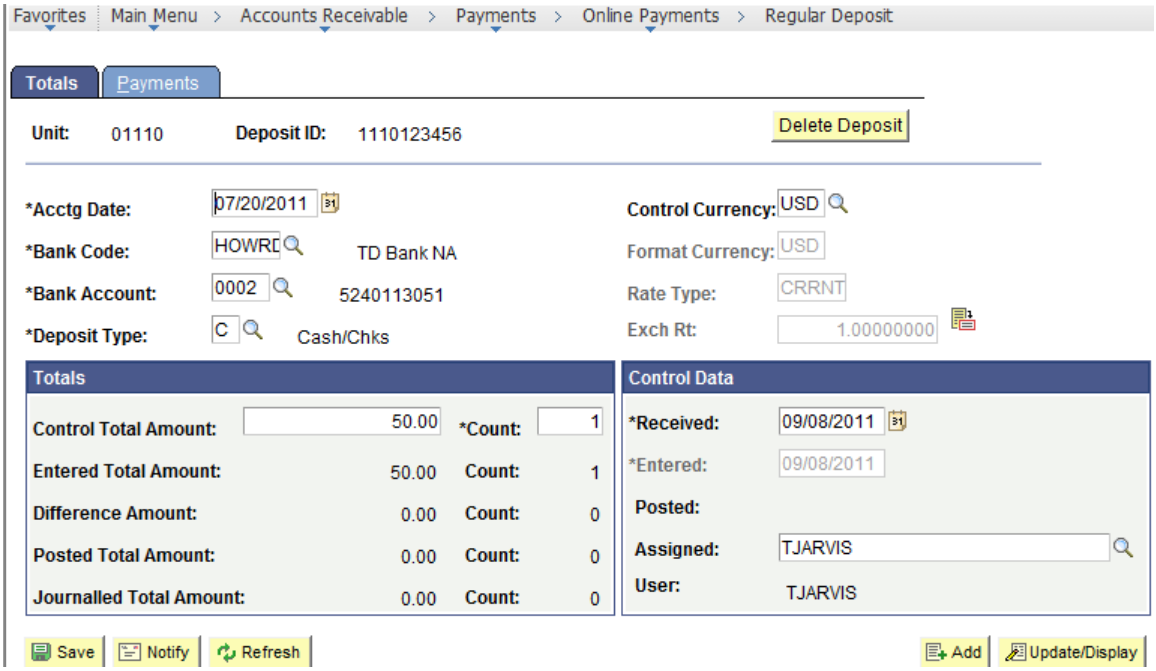
Click on the Refresh button and the Customer Name and Remit From (and Corporate) Customer ID and SetID(and Corporate) default into the Customer Information section.

NOTE: Deposit is Balanced (see the upper right corner of the Payments Tab)

Click Save

Click on the Totals Tab

The Totals page is displayed.



NOTE: The Control Total Amount and Count and the Entered Total Amount and Count should be the same. If you have a difference, review payment lines to find the difference and correct it.

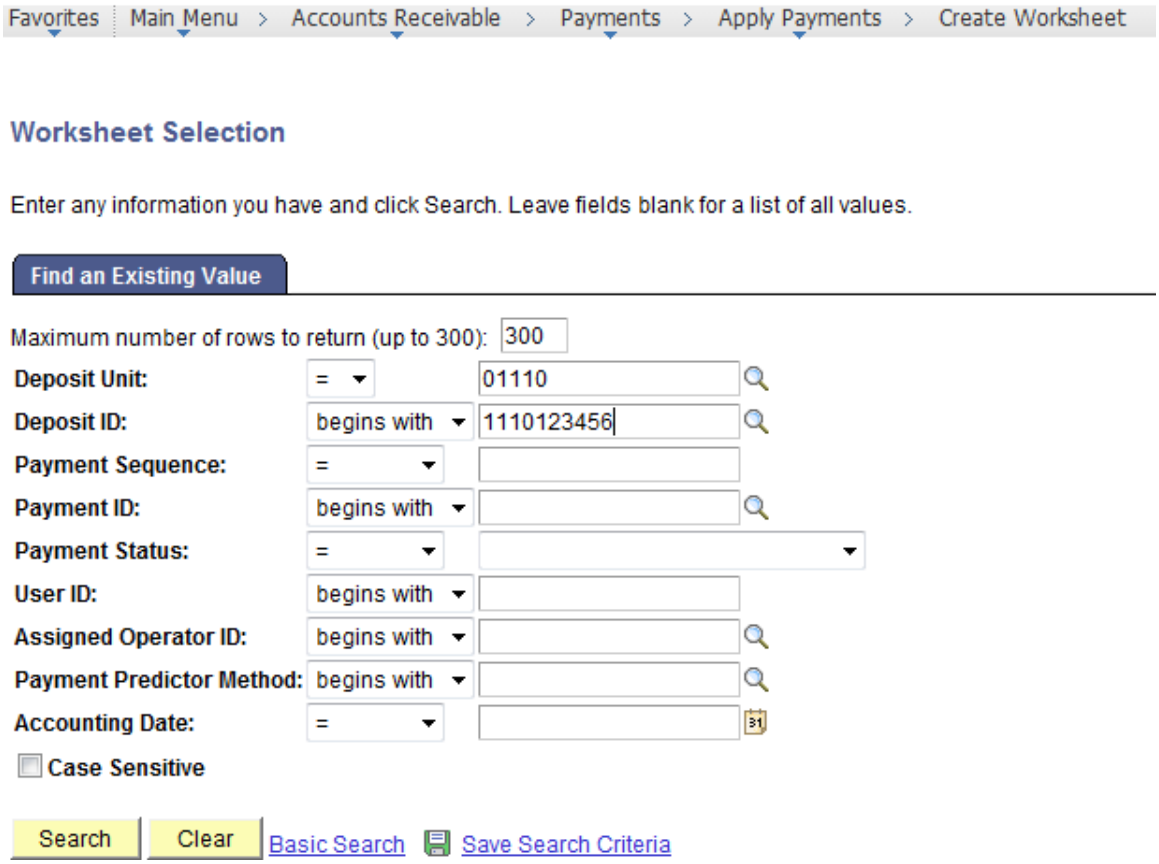
Regular Customer Deposit has been completed. Next step is to build a payment worksheet.

Navigation: Accounts Receivable > Payments > Apply Payments > Create Worksheet

The Worksheet Selection page displays. Since, we navigated from the regular deposit the Deposit Id defaults. If you did not navigate from the regular deposit you would need to enter the deposit number.

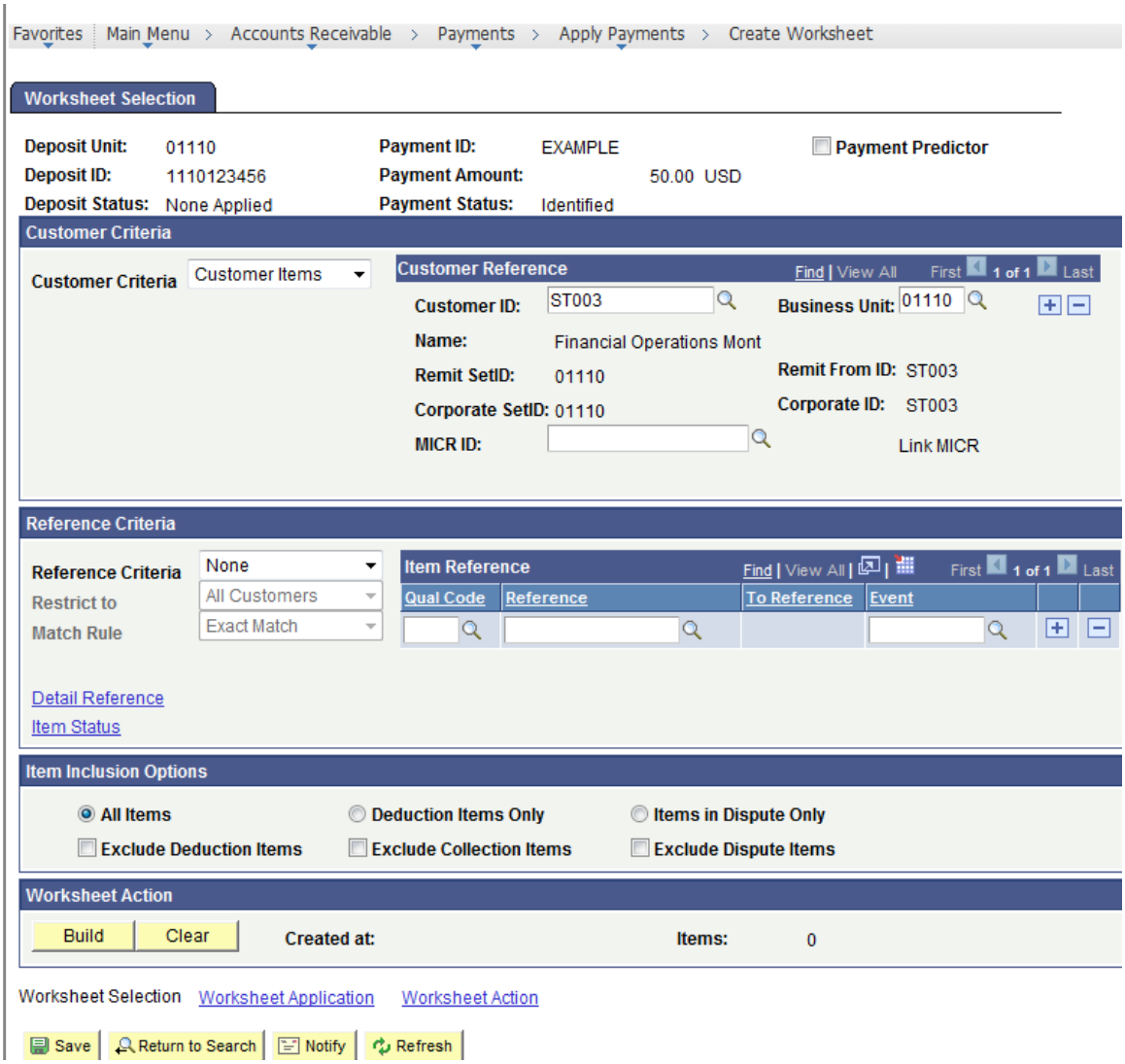
Your BU will appear in the Deposit Unit field and your Deposit ID will appear in the Deposit ID field. **OR**

- **Deposit Unit** – Enter appropriate deposit unit
- **Deposit ID –** Enter appropriate deposit ID



Click on Yellow Search Button

The Worksheet Selection page displays. In this example, since there is only one line within the payment it pops you into the worksheet page. If you have more than one payment line you would see a list of payment lines in search results.



- **Deposit Status -** Defaults None Applied
- **Customer Criteria** – Defaults Customer Items
- **Customer ID** – Defaults (verify correct customer defaults)
- **Business Unit** - Defaults (verify correct business unit defaults)

Lower portion of page

Reference Criteria

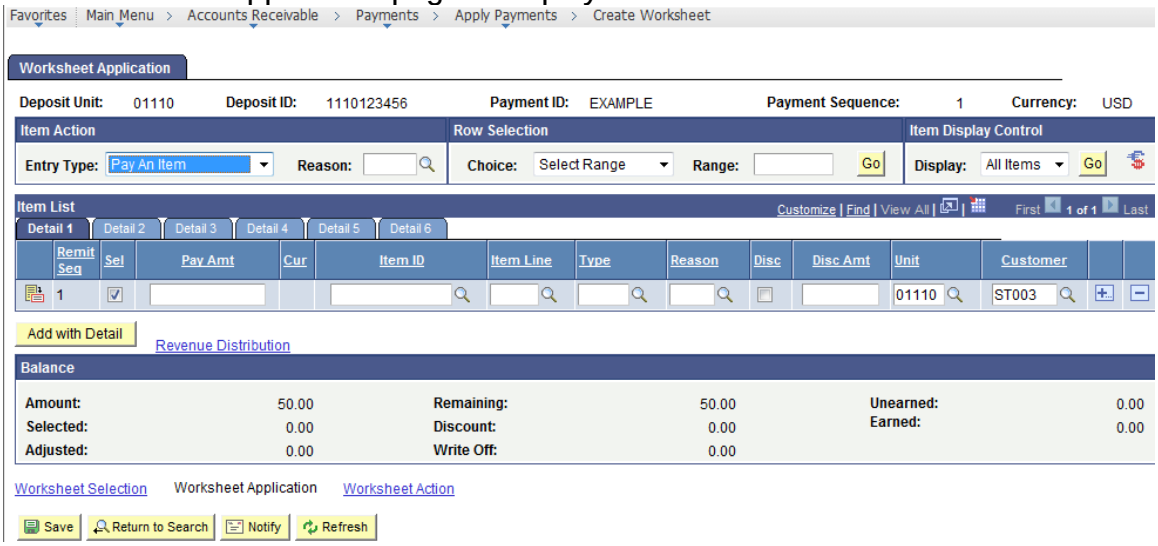
- Accept defaults no intervention is required**.**

Item Inclusion Options

- **All Items –** defaults as selected accept default

Click the Build Button.

The Worksheet Application page is displayed**.**



Worksheet is comprised of all open items that exist on a customer account. If there isn't any open receivable to apply a payment, you will see a page similar to the one shown above. If you do have open receivables and the payment does not apply to the open receivable, you would insert a new row by clicking on the button on the far right of the page.

Item Action

- **Entry Type –** Defaults as Pay An Item, accept default

Item List

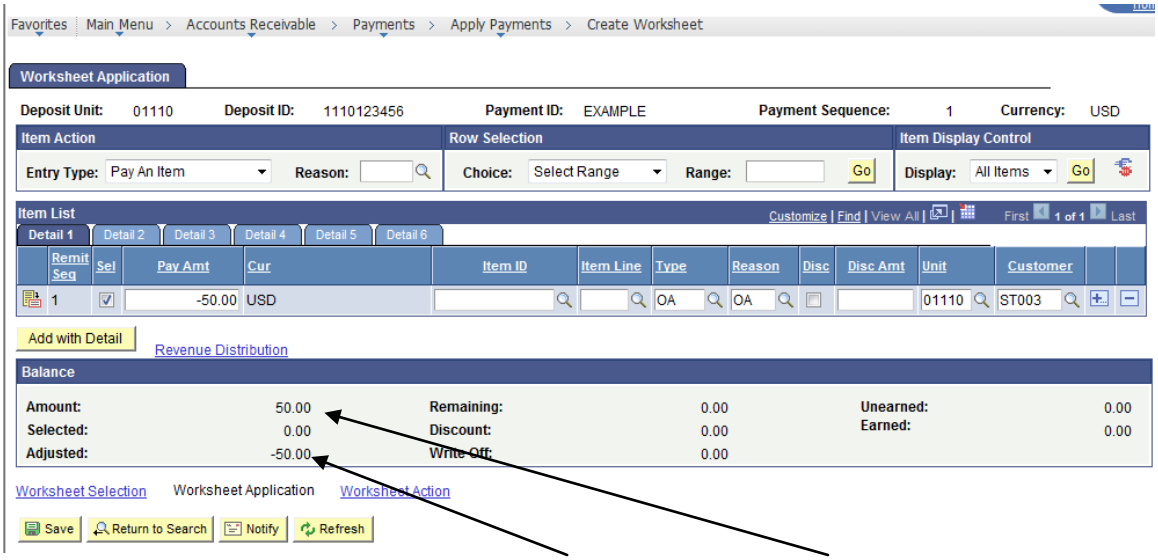
- This section shows all open items that exist for customer.

Balance

- **Amount –** Defaults amount of payment line selected
- **Selected –** totals for each line selected. The selected amount should equal the Total of Amount once all lines are selected.
- **Adjusted –** totals any lines that are adjustments
- **Remaining –** total amount of payment. Amount decreases when selecting lines to apply payment. Once the worksheet is completed the remaining amount should be zero.
- **Discount -** not currently used by SOV
- **Write off –** totals amount of write offs
- **Unearned –** not currently used by SOV
- **Earned –** not currently used by SOV

To place a payment On Account:

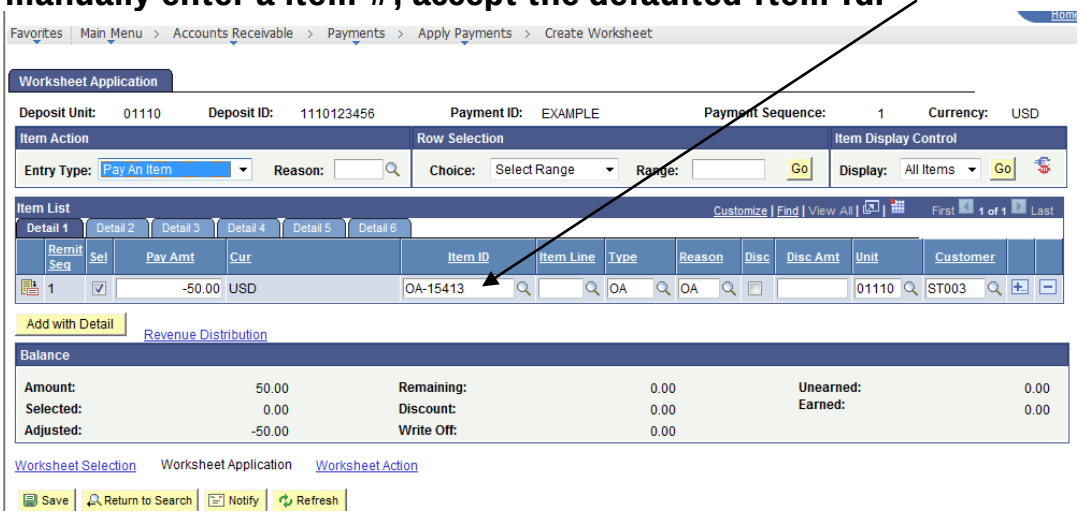
- **Payment Amount** – Enter the amount of the payment with a **minus sign** in front of the amount.
- **Type –** Click magnifying glass besides type and choose (**OA)**
- **Reason –** Click magnifying glass besides Reason and choose applicable selection.



The remaining amount is 0.00 and the Adjusted should equal the Amount. Your worksheet is balanced.

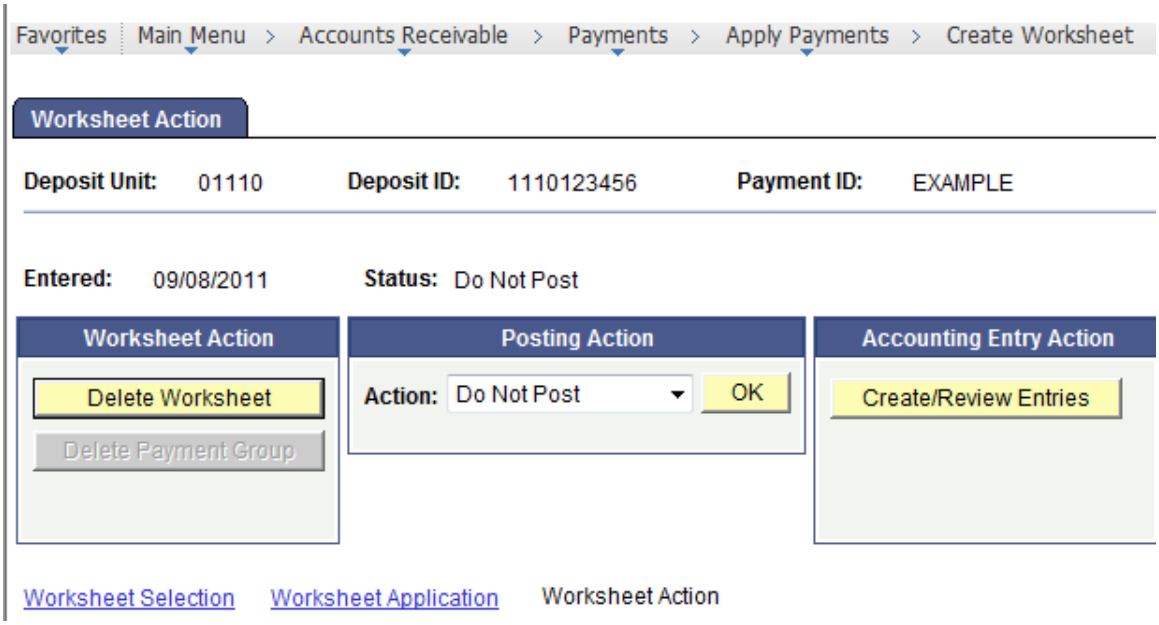
Save the Page

When you save the page a sequential Item Id # will default. Do not manually enter a item #, accept the defaulted Item Id.



Click on the Worksheet Action link at the bottom of the page.

The Worksheet Action page is displayed.



Status – defaults as **Do Not Post**

Click on the Action drop down arrow in the Posting Action section of the page.

Change Status from **Do Not Post** to **Batch Standard**

Click the OK Button and Save

The deposit is now set to post the next time the ARUPDATE process runs. ARUPDATE runs every night.

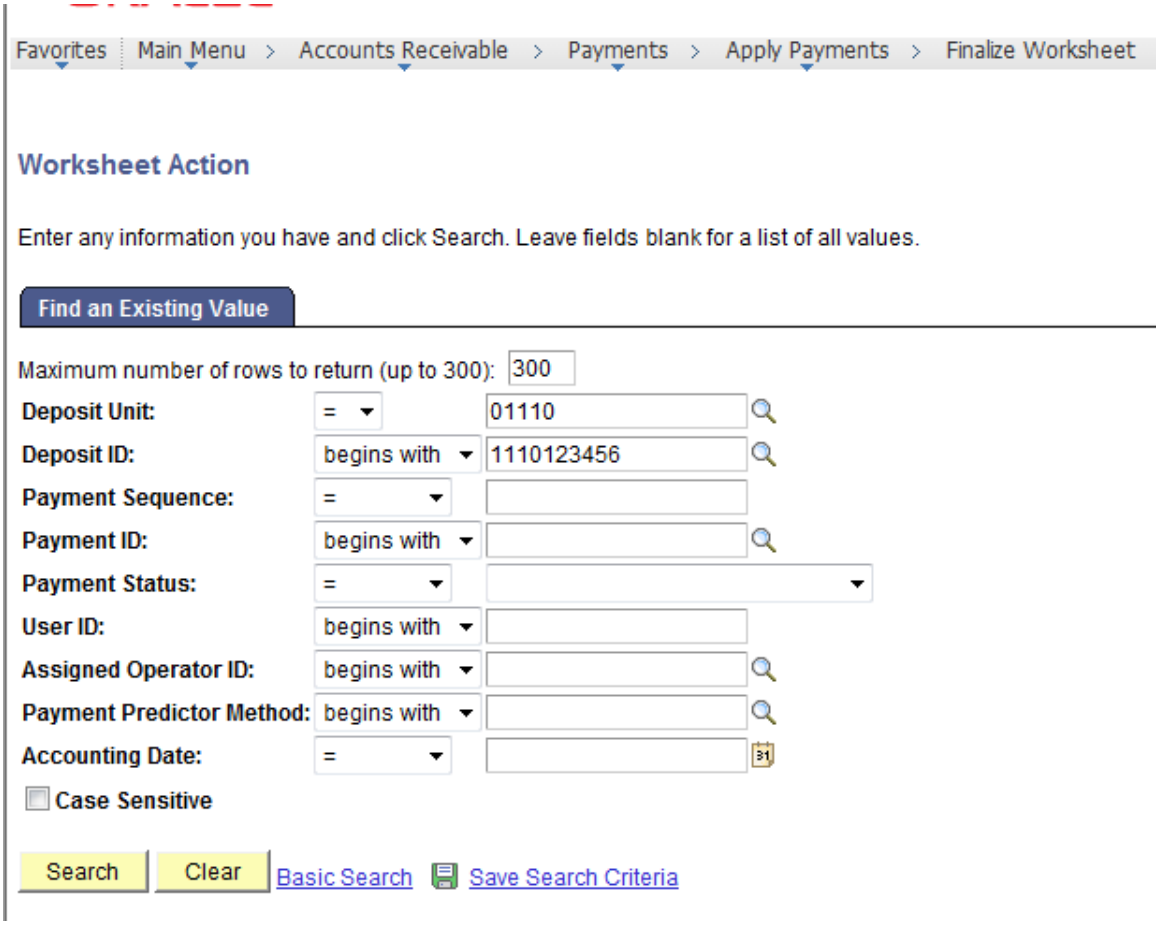
ON ACCOUNT CUSTOMER DEPOSIT / WORKSHEET IS COMPLETE

Delete a Customer Deposit That Has Not Posted

Possible situations when this function is used: It may be necessary to delete a Regular Customer deposit before it posts to the Accounts Receivable module. Some possible reasons are: the Deposit ID may be incorrect or it may be a duplicate payment.

NOTE: If a deposit has been posted and needs to be deleted (unposted), you will need to e-mail or contact Finance Support or Financial Operations to have it unposted (it should be within the current month or five business days of the new month). For deposits posted outside this timeframe, contact Financial Operations for proper procedures.

Navigation: Accounts Receivable > Payments > Online Payments > Apply Payments > Finalize Worksheet



Enter Deposit Unit

- leave as default **or**
- enter the appropriate Deposit Unit

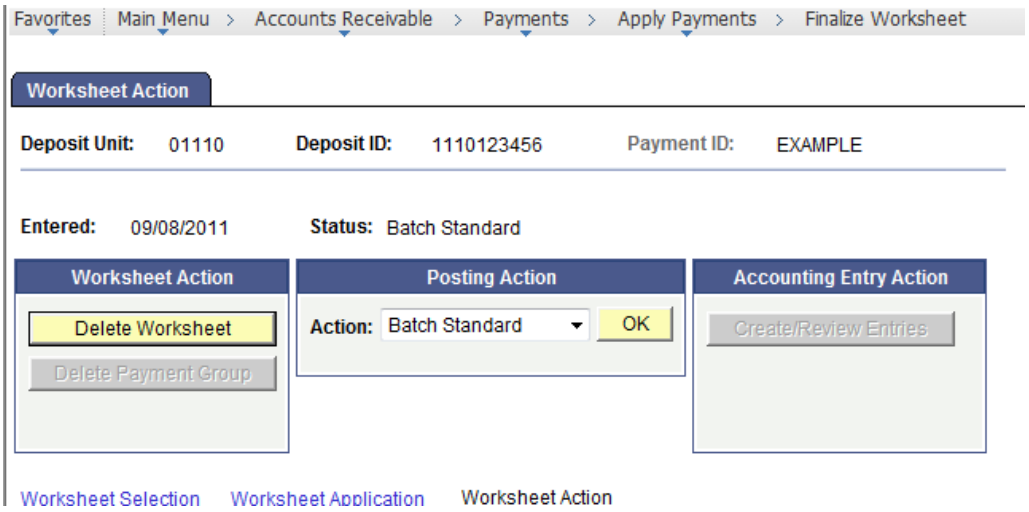
Enter Deposit ID

- Enter appropriate Deposit ID

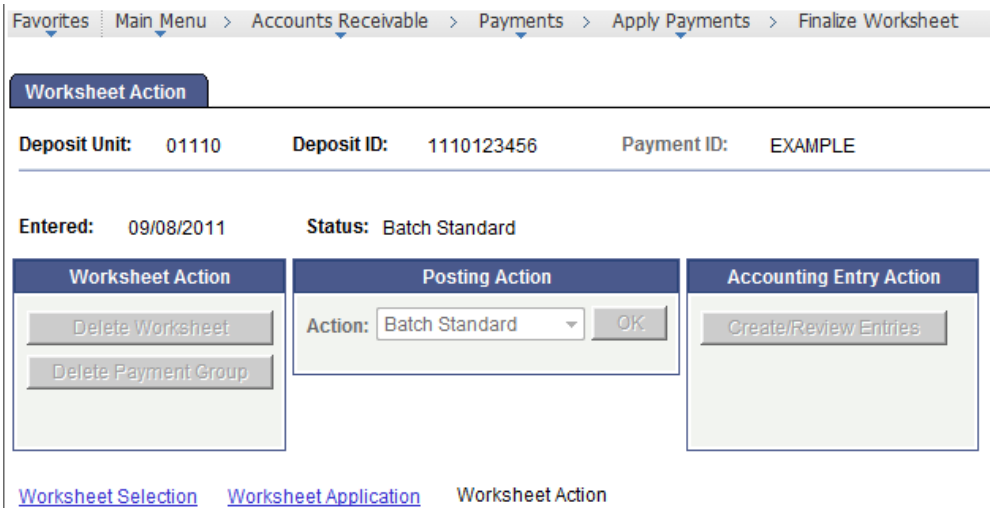
Click the Search button

Note: If you are deleting a deposit with several payment lines a list of the deposit lines (groups) will appear for you to delete. If the deposit consists of only one line, as this example, when you click the search button it will pop you into the Worksheet Action page automatically.

The Worksheet Action Page opens.



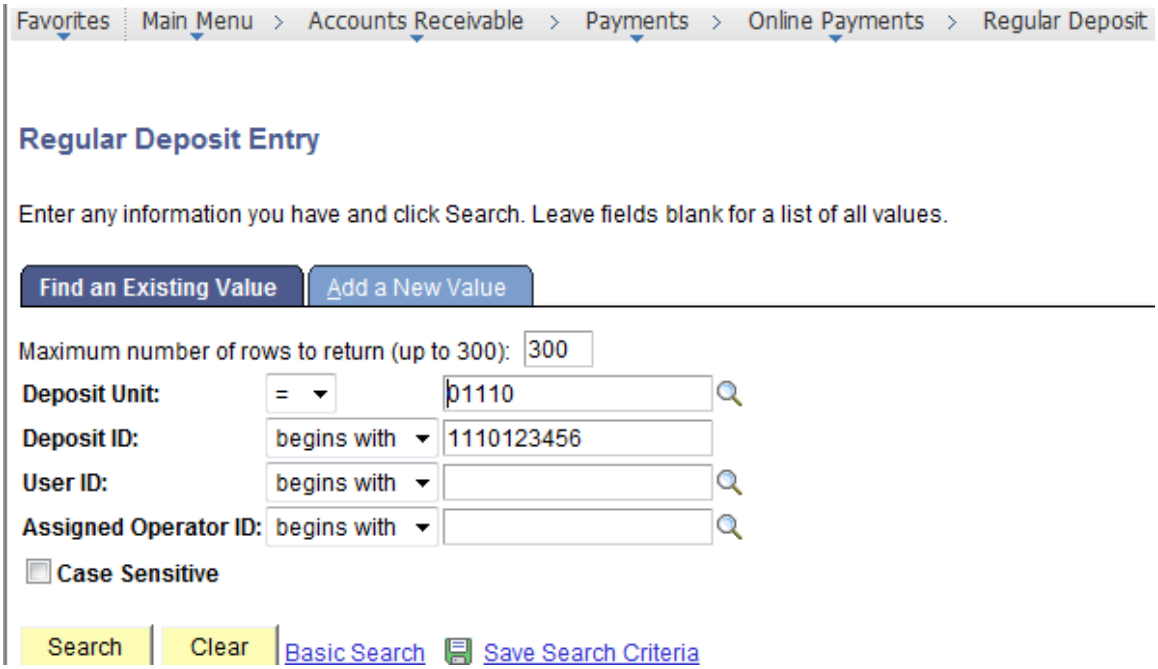
Click the Delete Worksheet Button in the Worksheet Action section bottom left of page. You would need to do each of the deposit if there were more than one line.



The Buttons on the page are now unavailable.

Navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit

The Regular Deposit Entry page opens.



Find an Existing Value tab:

Enter Deposit Unit

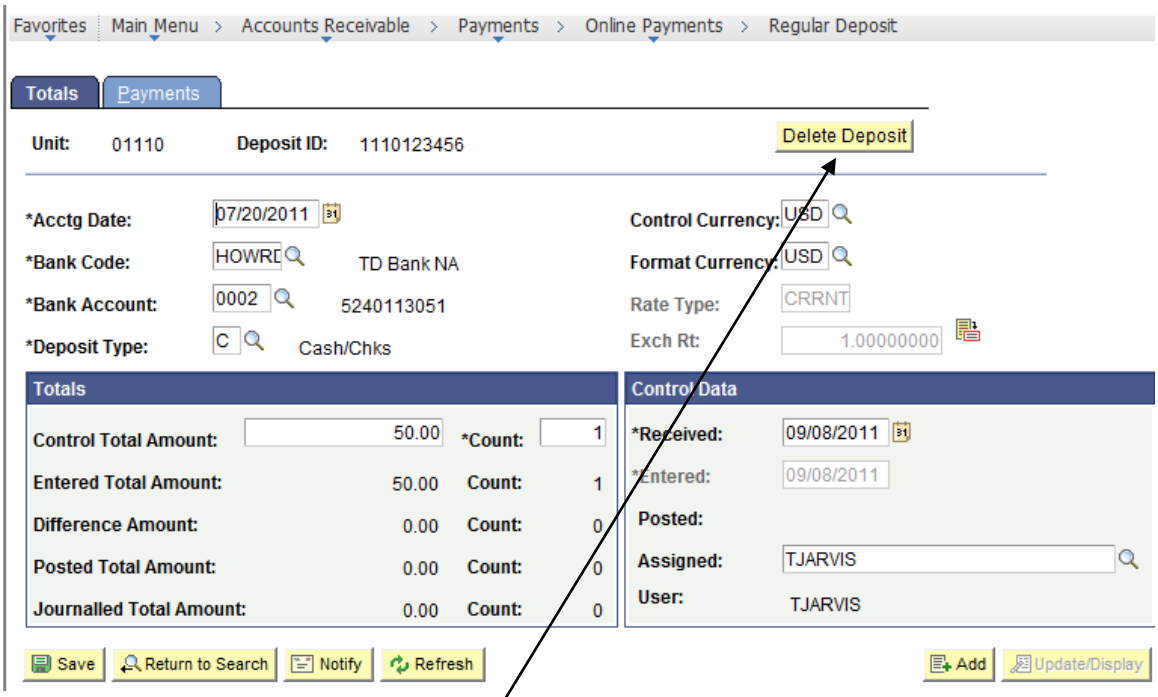
- leave as default **or**
- enter the appropriate deposit unit

Enter Deposit ID

- Enter appropriate Deposit ID

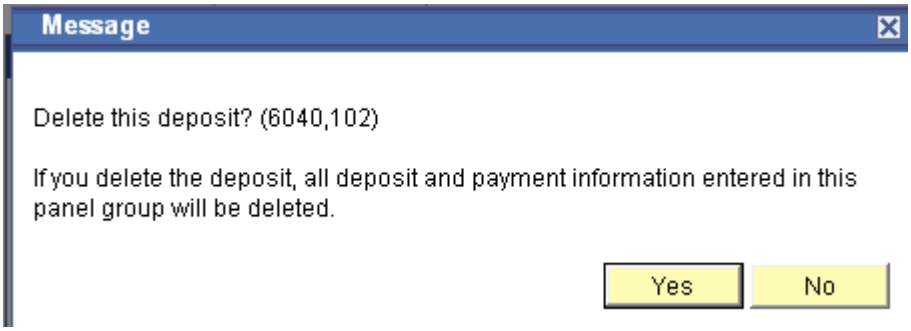
Click the Search button

The Totals Page opens.



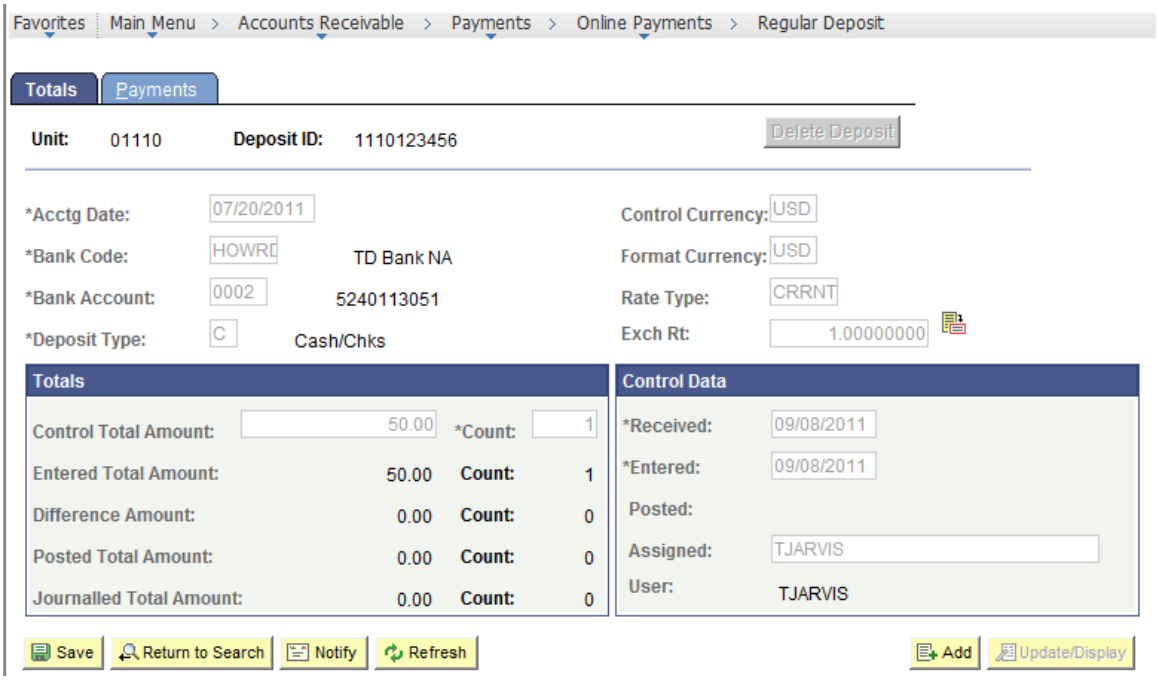
Click on Delete Deposit Button top right of page.

You will receive the warning message **Delete this deposit?**



Click Yes

You are returned to the Totals page.

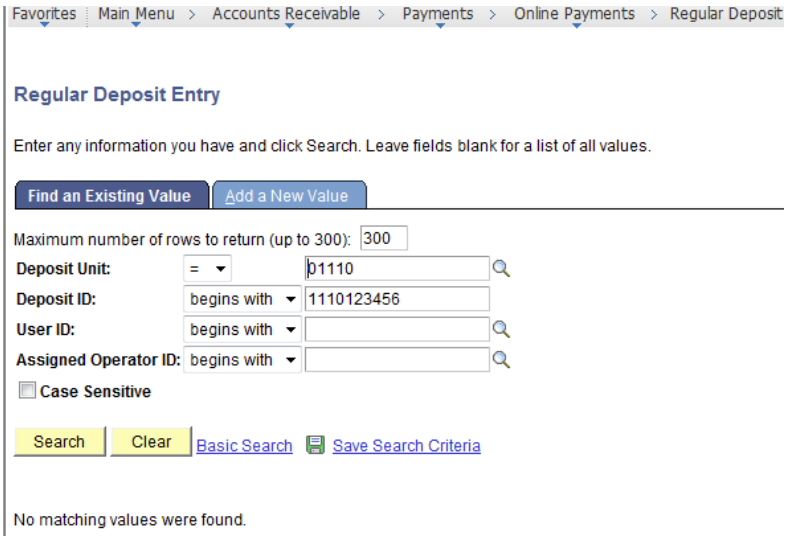


The Delete Deposit button is no longer available as the deposit is deleted.

To confirm that the deposit is deleted use the following navigation:

Navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit

The Regular Deposit Entry page opens.



Enter Deposit Unit

- leave as default **or**
- enter the appropriate deposit unit

Enter Deposit ID

- Enter appropriate Deposit ID

Click the Search button

You will receive the message **"No matching values were found."**

DELETE CUSTOMER DEPOSIT/WORKSHEET IS COMPLETE

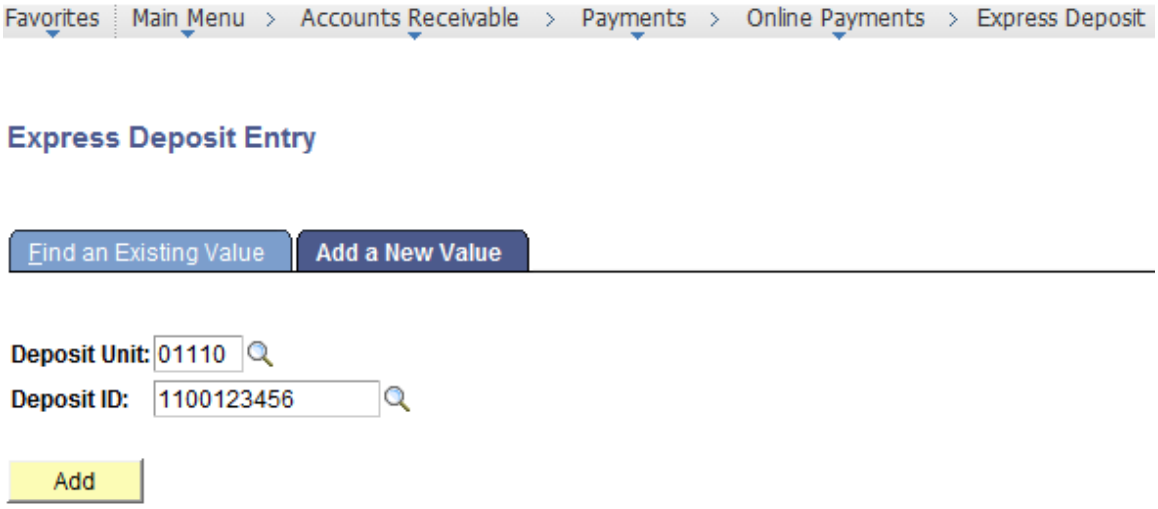
Enter an Express Customer Deposit

Possible situations when this function is used: Express customer deposits are another tool to apply payments to customer's accounts. One of the main benefits of using Express Deposit Entry is that you can enter and apply payments in one step **if you know the item ID** that you need to apply the payment to. If this information is not available while applying payments, use Regular Deposit Entry to enter the payment.

Navigation: Accounts Receivable > Payments > Online Payments > Express Deposit

The Express Deposit Entry page opens.

Click on the Add a New Value tab.



Enter Deposit Unit

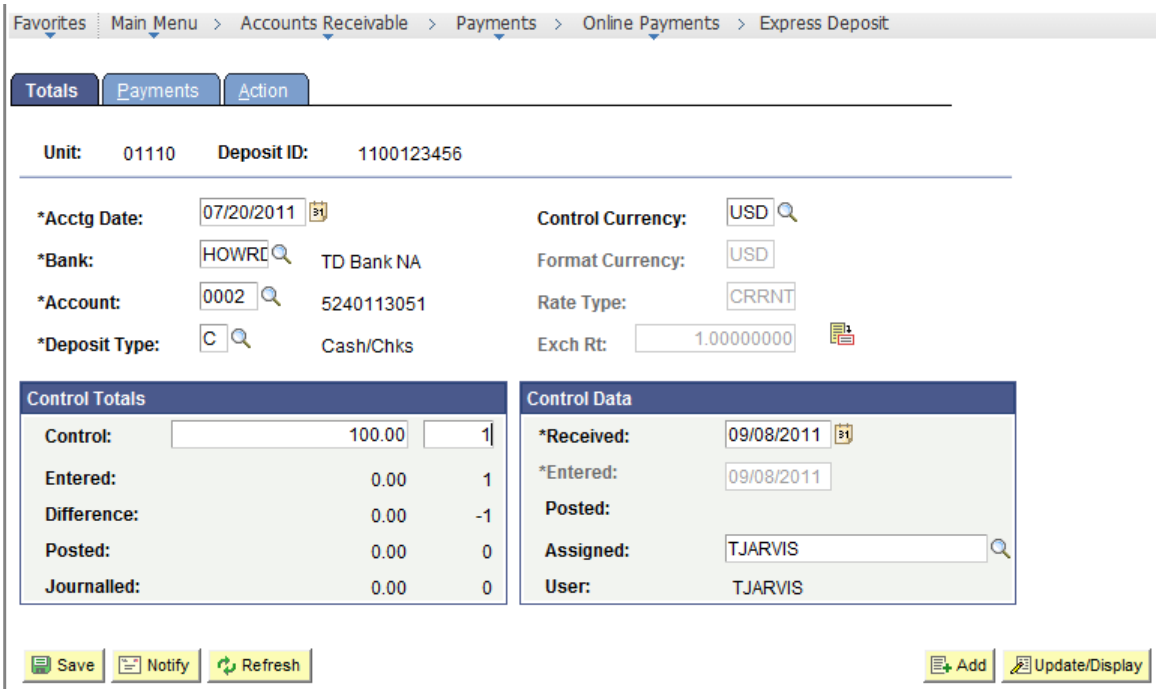
- leave as default **or**
- enter the appropriate deposit unit

Enter Deposit ID

- Enter appropriate Deposit ID

Click the ADD button

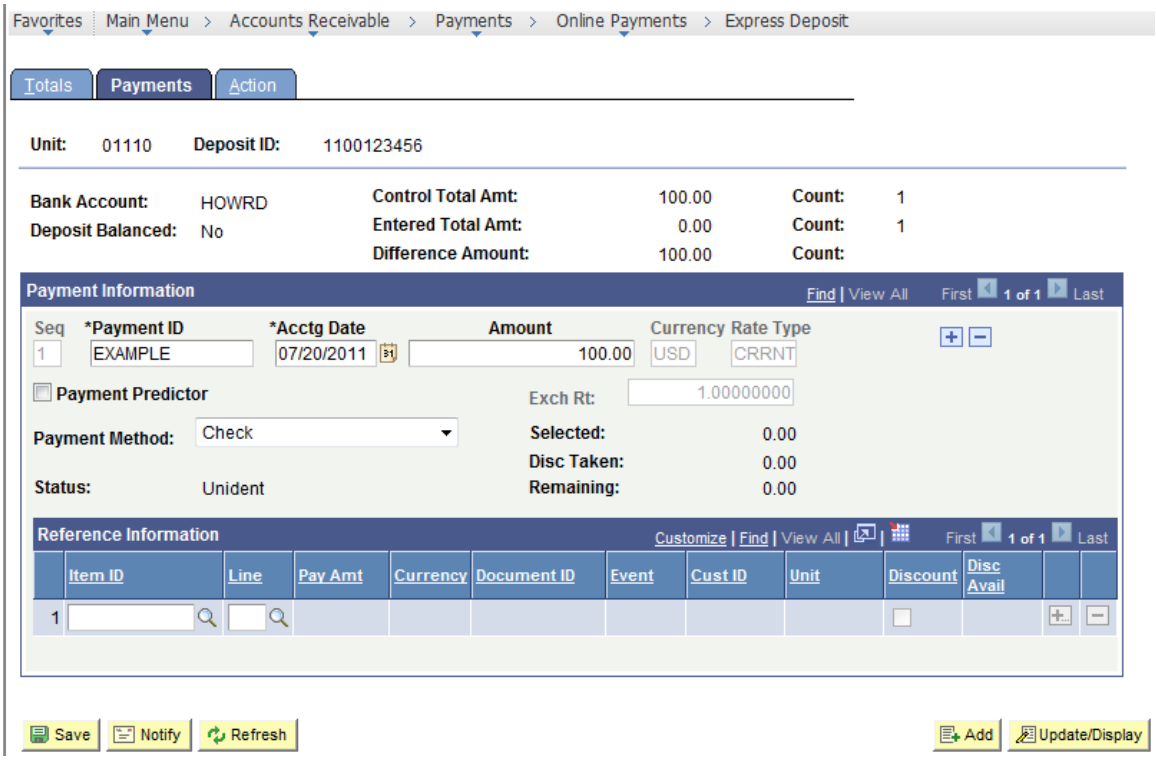
The Totals Page opens.



- **Accounting date** –current date default (Do not Change)
- **Entered date** – leave current date default (field is grayed out not allowing any change)
- **Received date** – Should be date of deposit.
- **Bank Code** - Enter Bank Code
- **Bank Account -** Enter Bank Account
- **Deposit Type -** Enter Deposit Type or accept default
- **Control Currency -** USD
- **Control Total** - Enter Control Total (This is the total you have deposited in the bank)
- **Count -** Enter Count (This is the number of payment lines you will enter in the deposit)

Click on the Payments Tab

The Payments Page displays.



- **Payment Id** - Enter appropriate Payment Id
- **Acctg Date** – Accept default date. Date defaults from Accounting date on Totals page.
- **Enter Amount** – Enter appropriate Amount
- **Currency –** Accept default. Defaults from control currency on Totals page.
- **Rate Type –** Accept default (**CRRNT**)
- **Payment Method –** Defaults as Checks accept default.

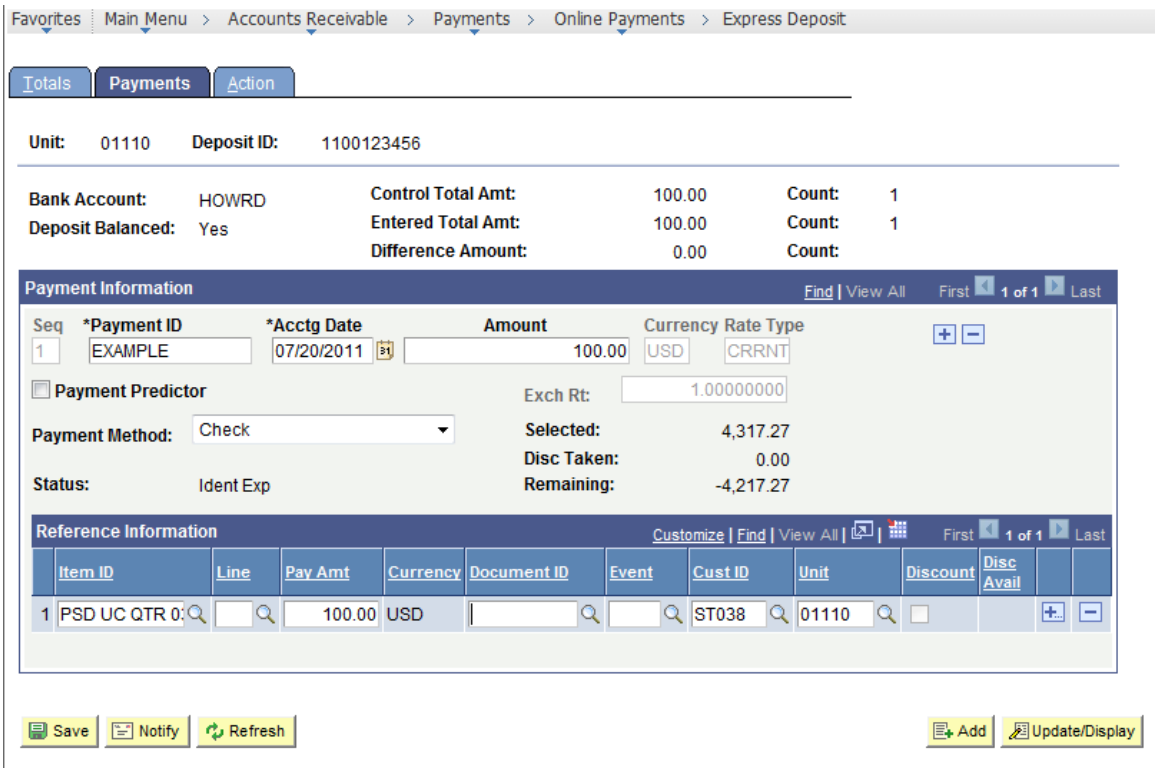
Tab to the Reference Information Section of the page or click in the Item ID field.

Enter Item Id and tab out of field – Pay Amt, Cust ID, and billing Unit will automatically default in.

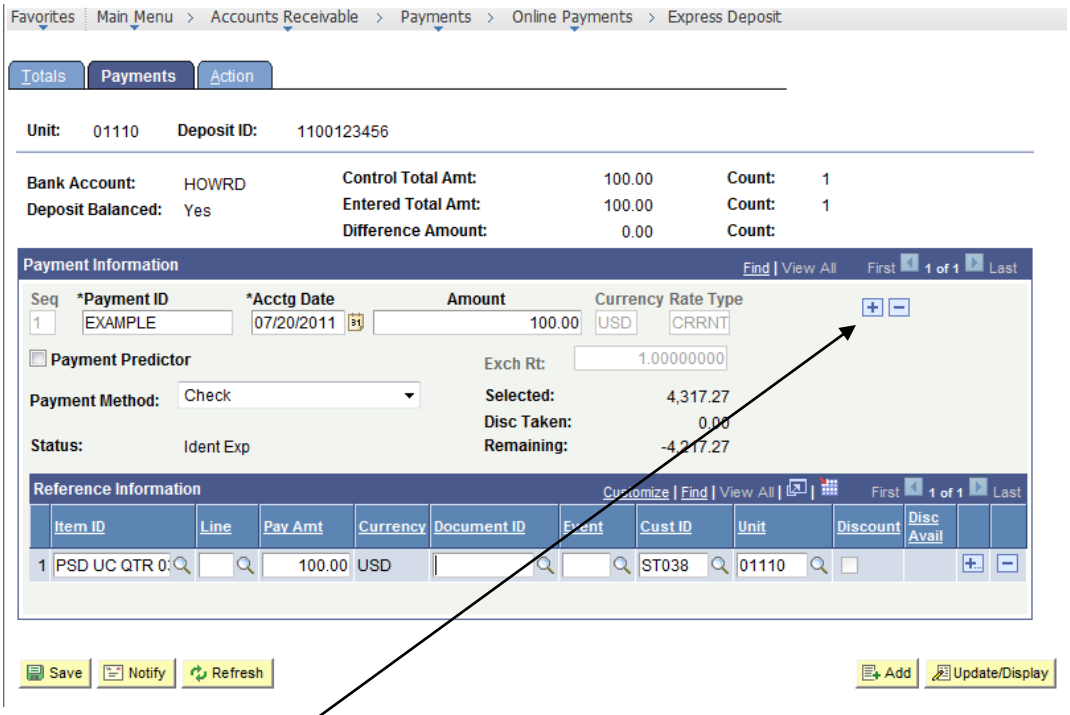
NOTE: You will also need to enter the Cust ID when there are multiple items with the same ID. After you Save the deposit, the Line, Pay Amt and billing Unit will then default in.

Click the Save button.

Payments page populates with Line, Pay Amount and Billing Unit.



NOTE: If there are multiple items with the same Item ID (as in this example), search for the appropriate item using the magnifying glass, and select the appropriate item by clicking on it.

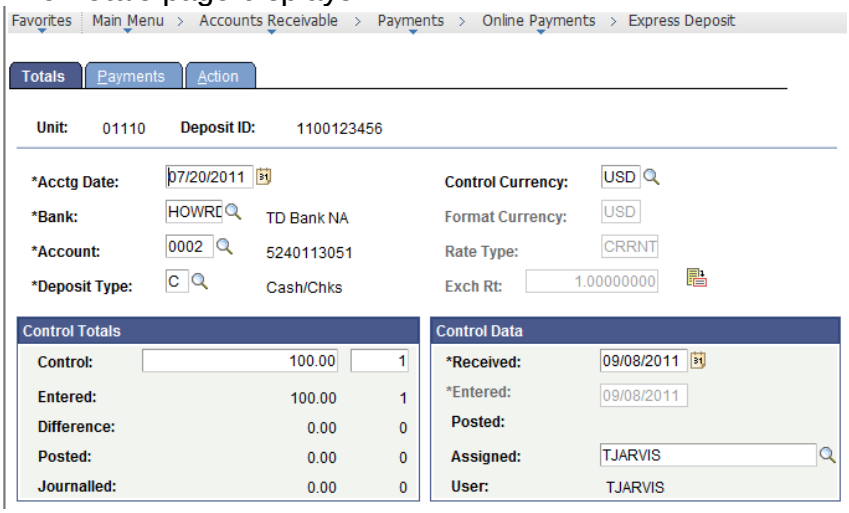


If you are preparing a deposit with more than one item, Click the Add a New Row Button (middle right of page) to add the next row.

NOTE: The deposit is Balanced (see the upper left corner of the Payments Tab)

Click on the Totals Tab

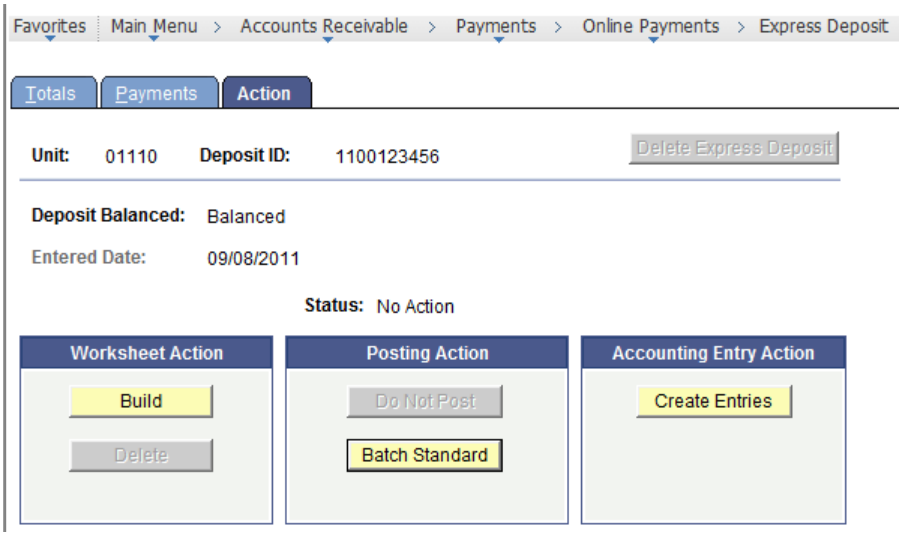
The Totals page displays**.**



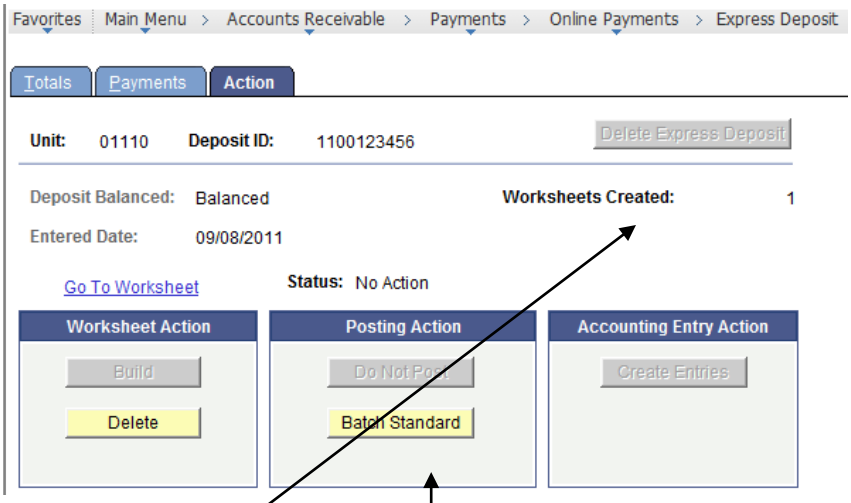
NOTE: The Control Amount and Count and the Entered Amount and Count should be the same. If there is a difference, review totals and payment lines to find the difference and correct it.

Click on the Action tab

Actions Page is displayed

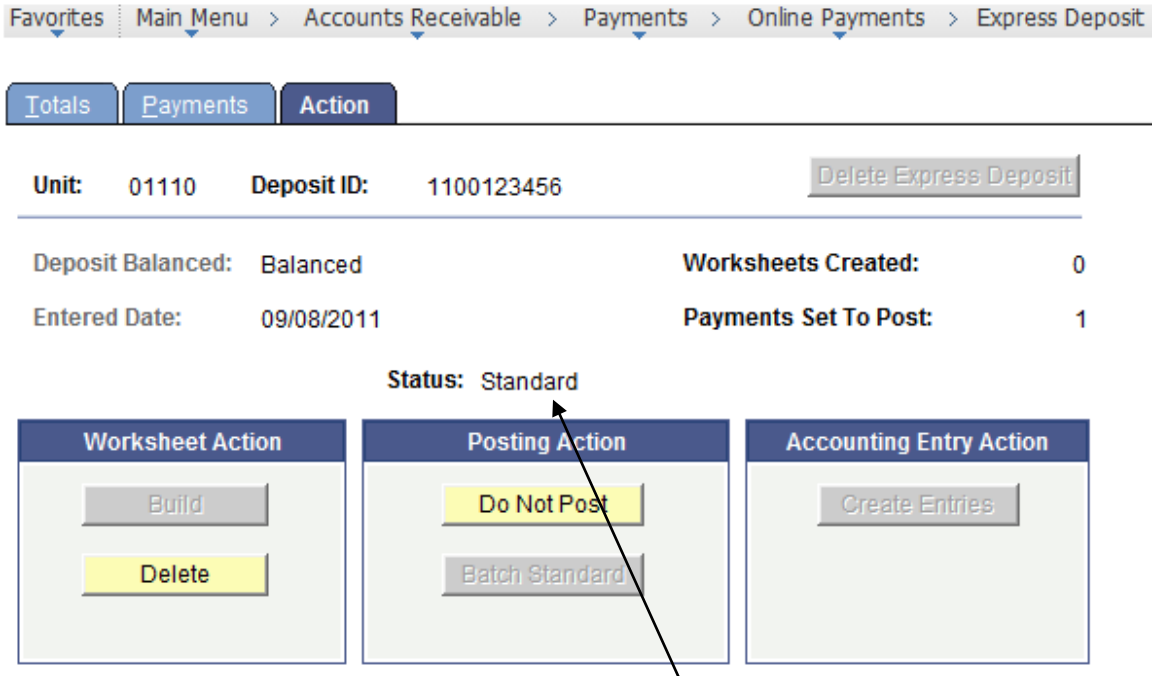


Click on the Build Button



Worksheet Created is displayed

Click on the Batch Standard button in the Posting Action Section of the page.



The Status changes from No Action to Standard.

Worksheets Created = 0

Payments Set to Post = the number of payment lines in the deposit.

The deposit will post to the customer's accounts after the nightly ARUPDATE process runs.

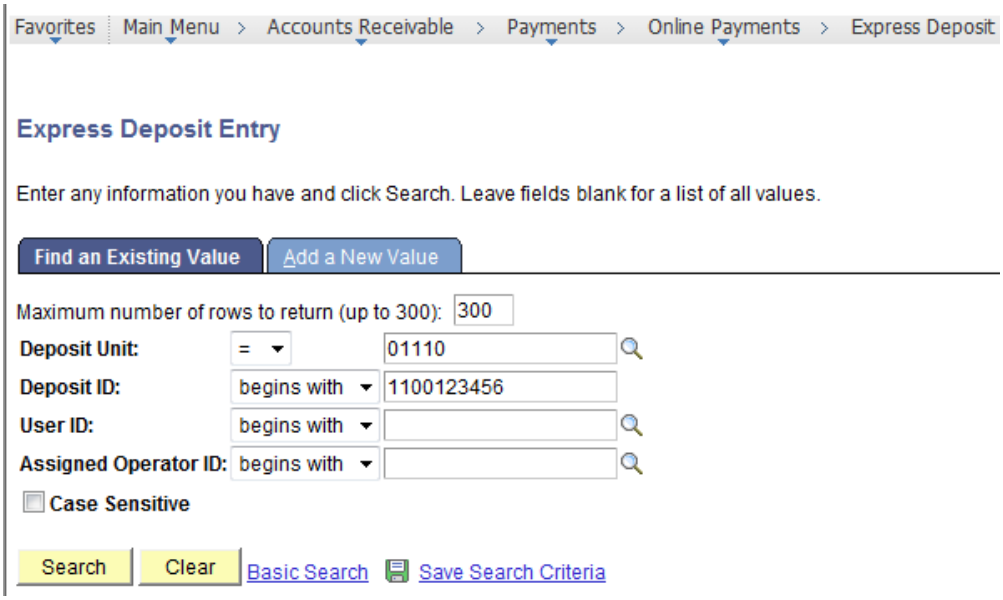
ENTER AN EXPRESS DEPOSIT IS COMPLETE

Delete an Express Customer Deposit That Has Been Set To Post but not yet Posted

Possible situations when this function is used: It may be necessary to delete an Express customer deposit before it posts to the Accounts Receivable module. Some possible reasons are: the Deposit ID may be incorrect or it may be a duplicate payment.

NOTE: If a deposit that has already been posted, and needs to be deleted, you will need to contact Finance Support or Financial Operations to have it unposted (it should be within the current month or first five business days of the new month) to be unposted. For deposits posted outside this timeframe, contact Financial Operations for proper procedures.

Navigation: Accounts Receivable > Payments > Online Payments > Express Deposit



The Express Deposit Entry page opens.

Enter Deposit Unit

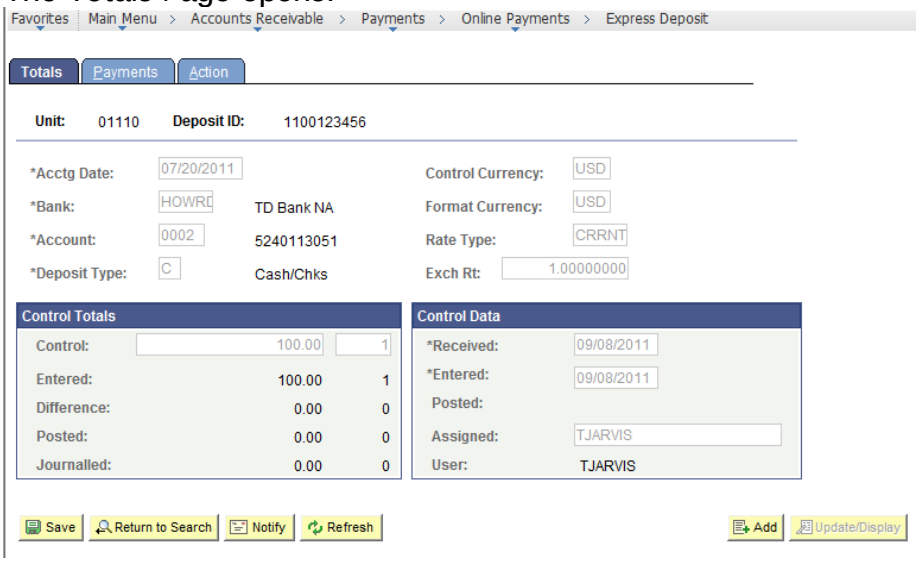
- leave as default **or**
- enter the appropriate deposit unit

Enter Deposit ID

- Enter appropriate Deposit ID

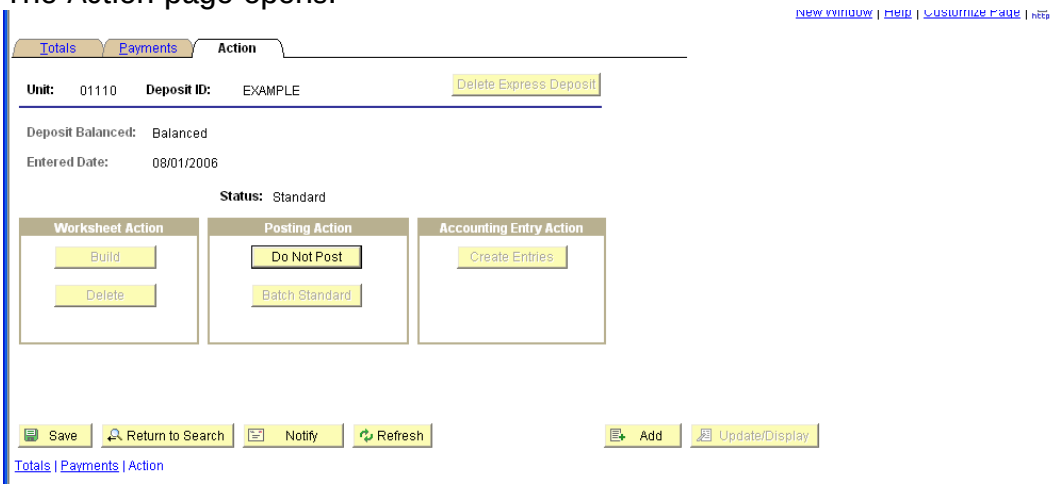
Click the Search button

The Totals Page opens.

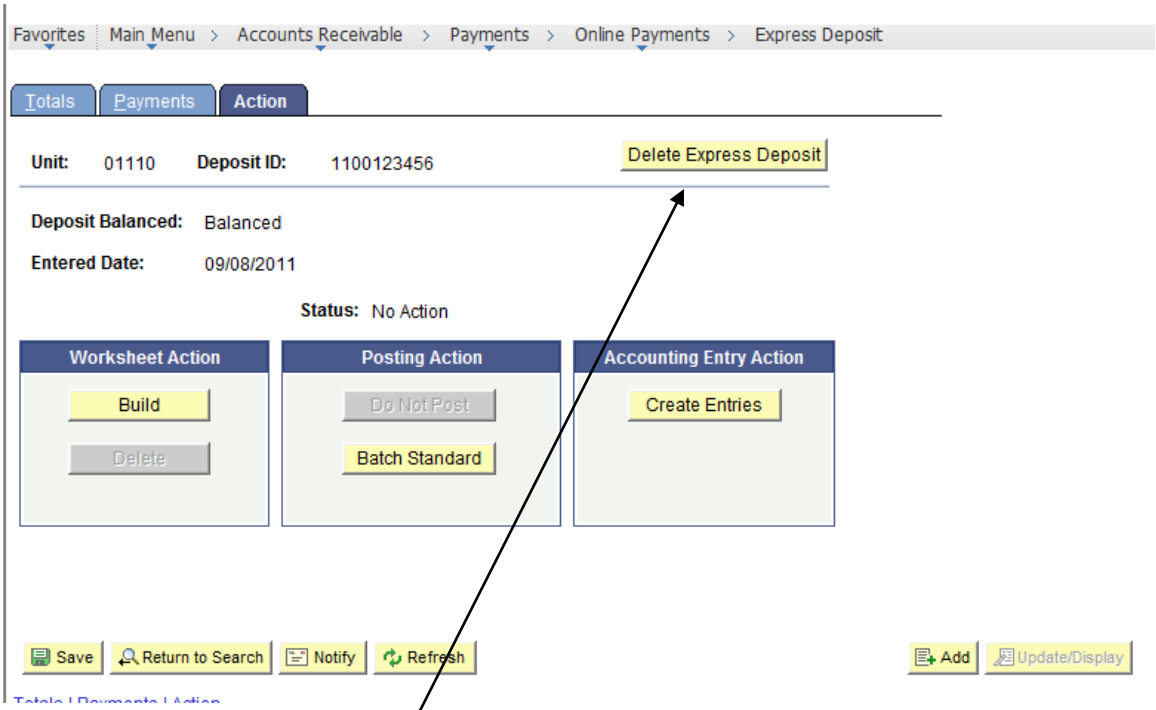


Click on the Action Tab

The Action page opens.



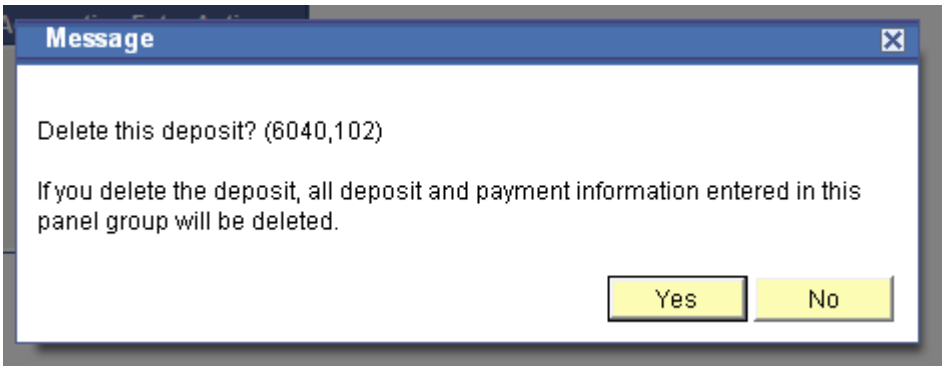
Click the Do Not Post button in the Posting Action section bottom left of page.



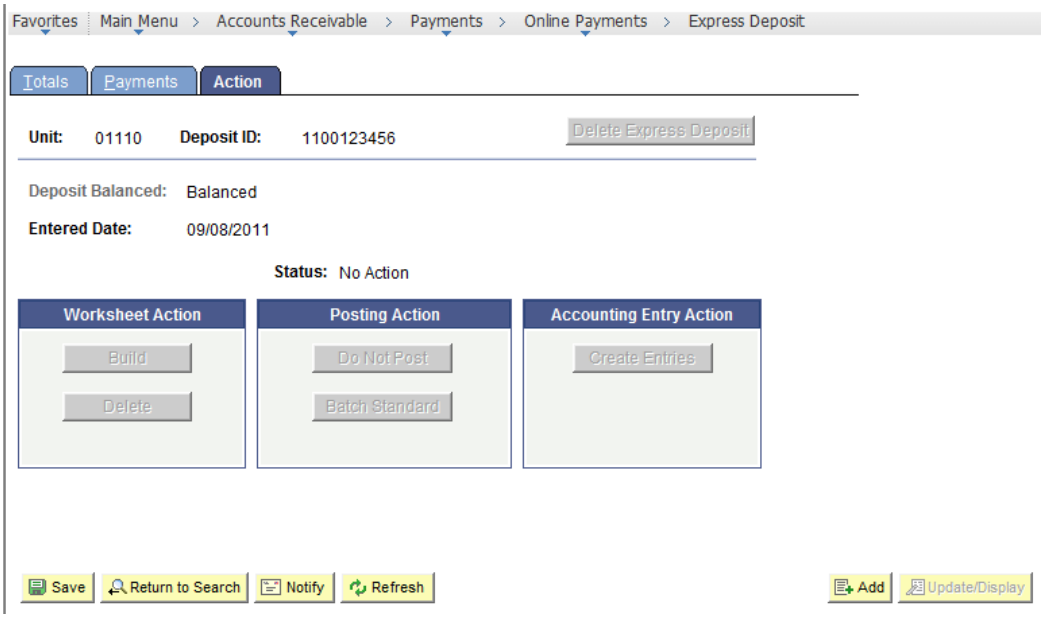
Do Not Post button grays out and Build, Batch Standard, Create Entries and Delete Express Deposit become available.

Click Delete Express Deposit Button

You will receive the following warning message.



Click Yes



You are returned to the Action page. The Buttons are no longer available as the deposit is deleted.

To confirm that the deposit is deleted use the following navigation:

Navigation: Accounts Receivable > Payments > Online Payments > Express Deposit

The Express Deposit Entry page opens**.**

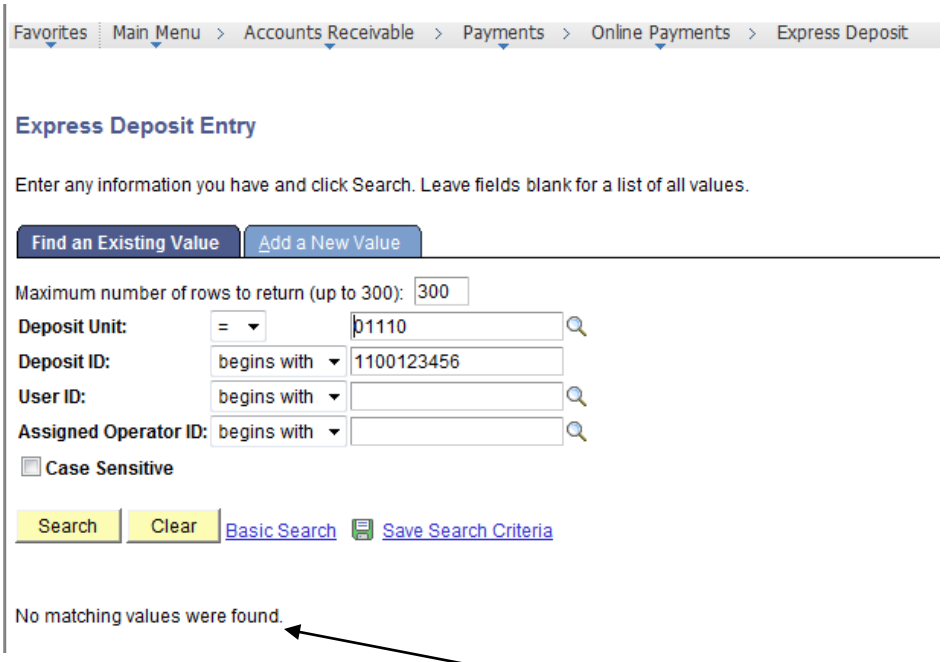
Enter Deposit Unit

- leave as default **or**
- enter the appropriate deposit unit

Enter Deposit ID

- Enter appropriate Deposit ID

Click the Search button



You will receive the message **"No matching values were found."**

DELETE AN EXPRESS DEPOSIT IS COMPLETE

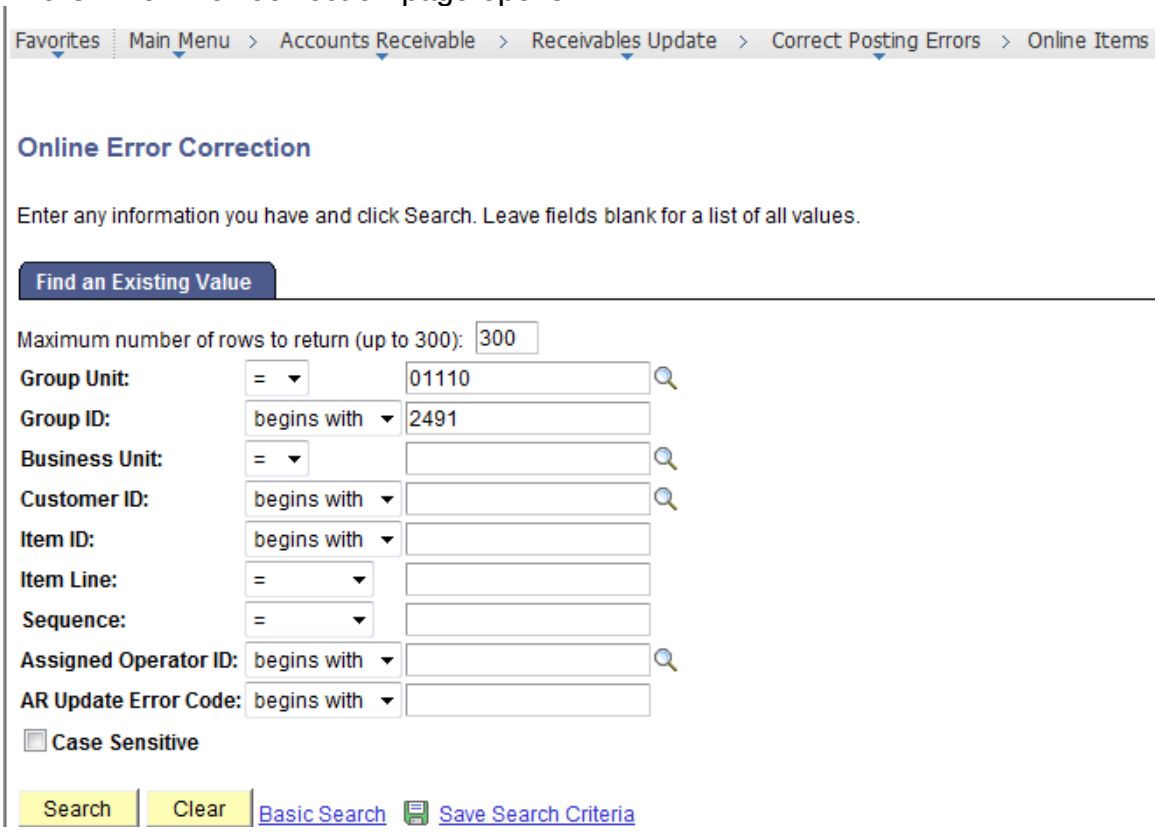
Inquire and Fix Online A/R Pending Item that did not post due to a "Duplicate Item" Error

Possible situations when this function is used: Online A/R pending items result in Duplicate Item errors when the same **Item ID, Line and Customer Id** are used on more than one A/R pending item group. This is determined through the ARUPDATE process which checks for duplicates when posting pending items to customer's accounts. All items need to be fixed and posted within the current month or the first five days of the new month. (There are a few ways to check for errors, Inquire on Groups Not Set to Post or you could run a query VT_MER_PENDING_ITEM_NOT_POSTED.)

Online Pending Items with Duplicate Item Error

Navigation: Accounts Receivable > Receivables Update > Correct Posting Errors > Online Items

The Online Error Correction page opens.



Enter Group Unit

- Leave as default **or**
- Enter the appropriate group unit

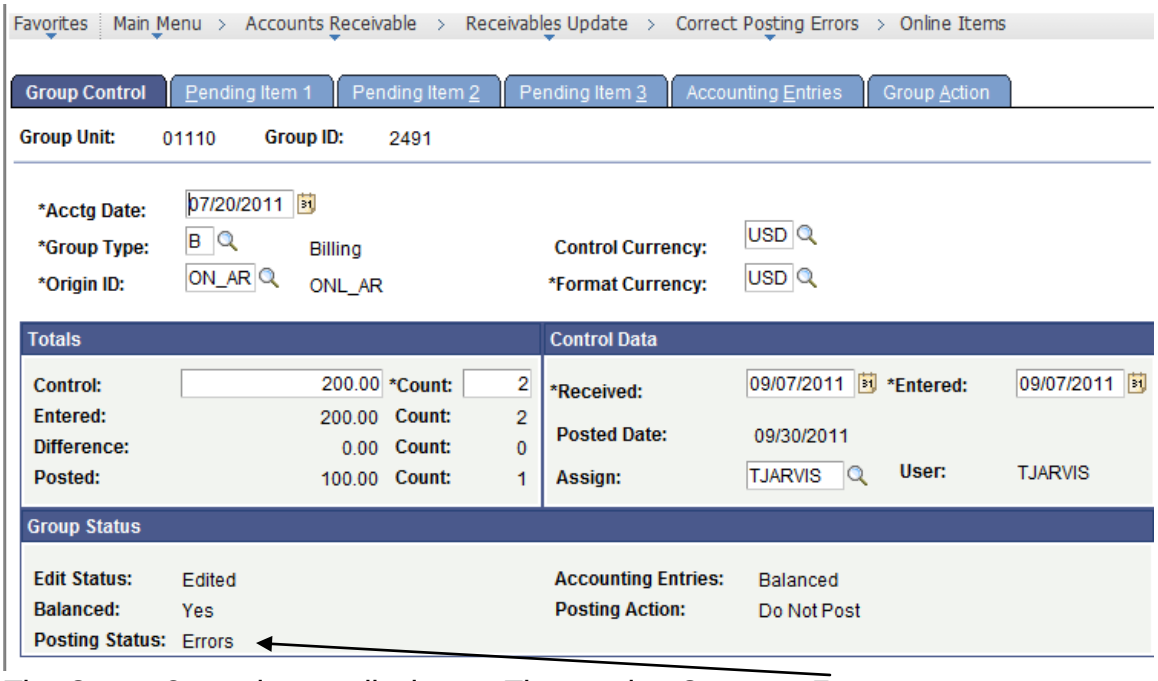
Enter Group ID

- Leave blank to search for all groups in error OR
- Enter appropriate Group ID

Click the Search button

Search Results will return all Groups in error or if there is only one group in error it will take you right to the group control component page.

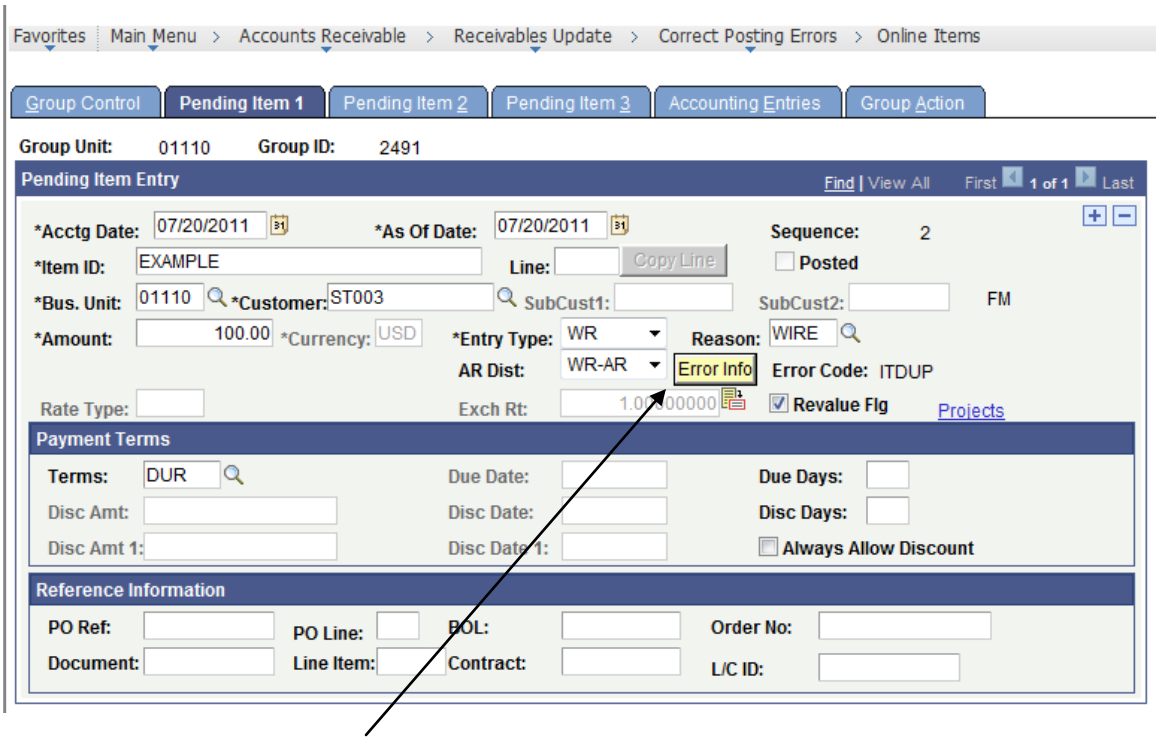
If there is more than one qroup Select the Group by clicking on it.



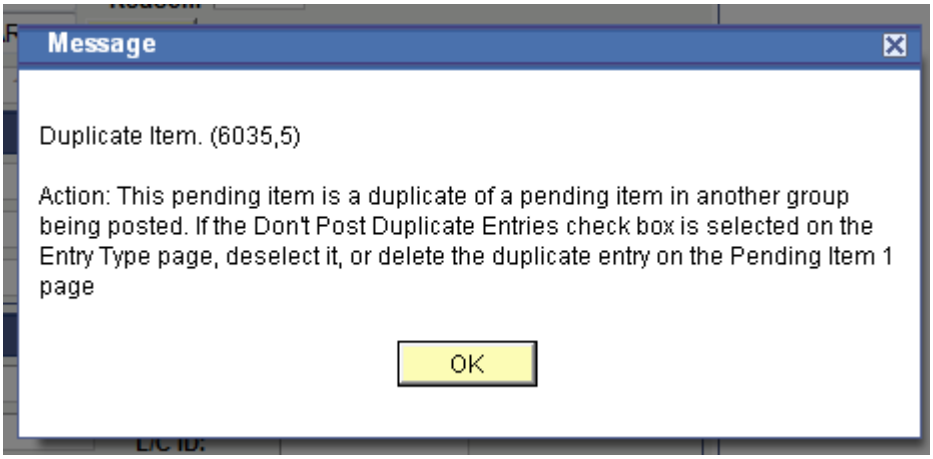
The Group Control page displays. The posting Status = Errors

Click on the Pending Item 1 Tab

The Pending Item 1 page displays.



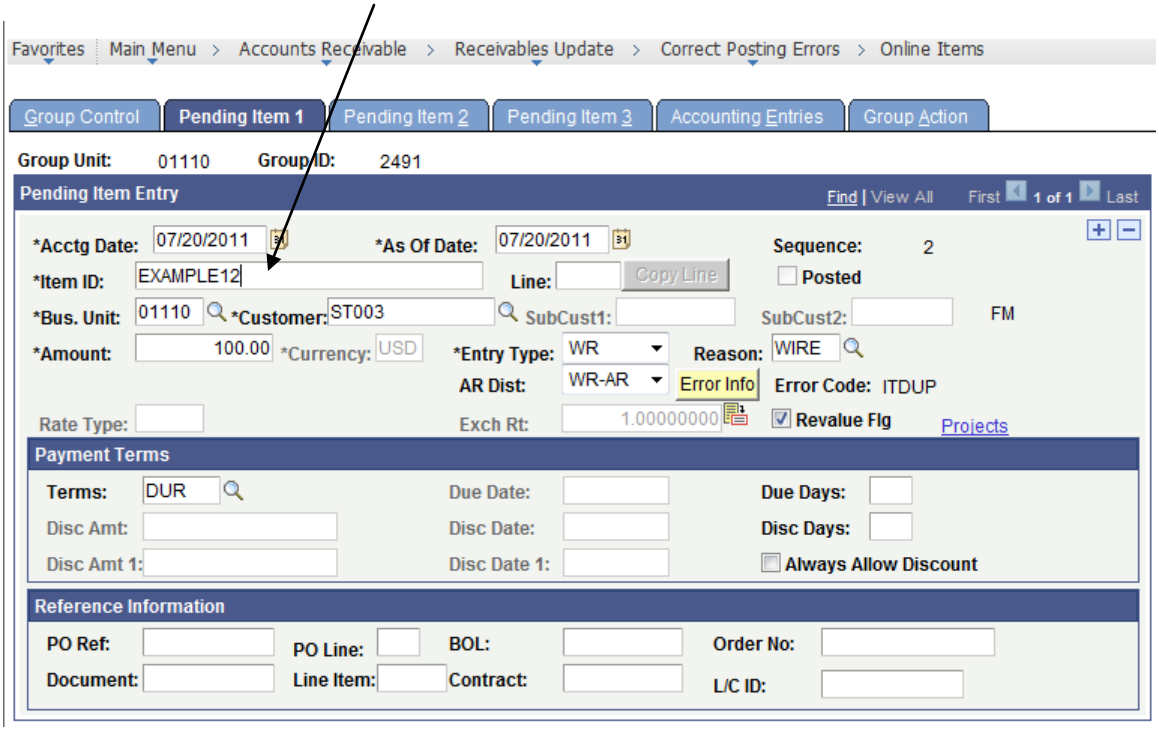
Click on the Yellow Error Info button in the Pending Item Entry section of the page.



A message will display with a description of the error.

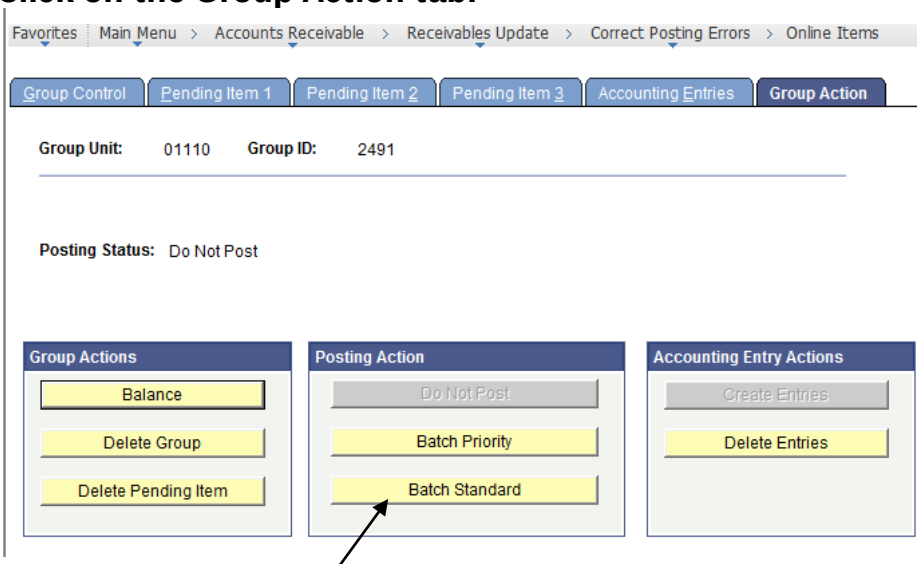
Click OK

Change the Item ID to be unique and tab out of field.



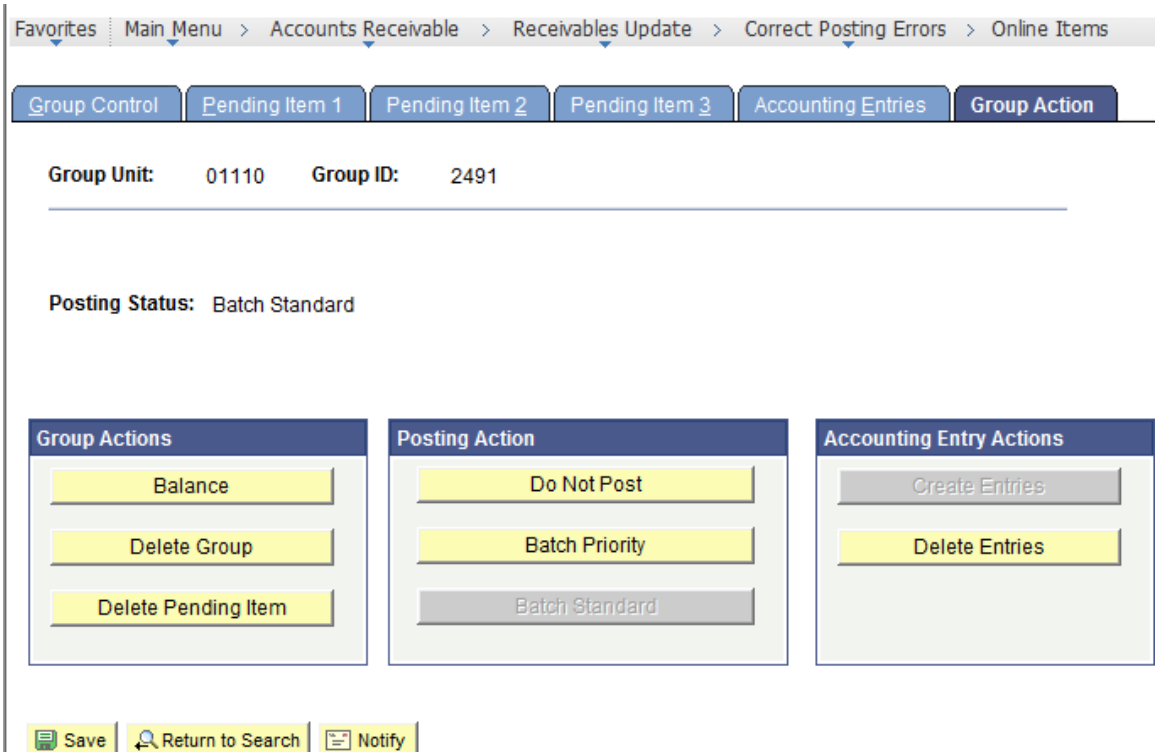
Save the page.

Click on the Group Action tab.



Select Batch Standard

The Status changes from Do Not Post to Batch Standard. The AR Pending Item group is set to post the next time the ARUPDATE process runs.



INQUIRE AND FIX UNPOSTED ONLINE PENDING ITEM WITH DUPLICATE ITEM ERROR IS COMPLETE

Create a Maintenance Worksheet

Possible situations when this function is used: When there are open items on a customer's account, debit and credit. In order to close these open items a maintenance worksheet is created to match and close. If you have an open item created in error posted on the customer's account, an offsetting pending group is entered. ARUPDATE will run overnight to post the offsetting group. Then a maintenance worksheet is created to match up the debit and credit in order to close customers account (invoice).

Navigation: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

The Worksheet Selection page displays.

Click the Add a New Value Tab.

Enter Worksheet Business Unit

- Leave as default **or**
- Enter the appropriate business unit

Enter Worksheet ID

- Leave as default **NEXT**

Click the Add button

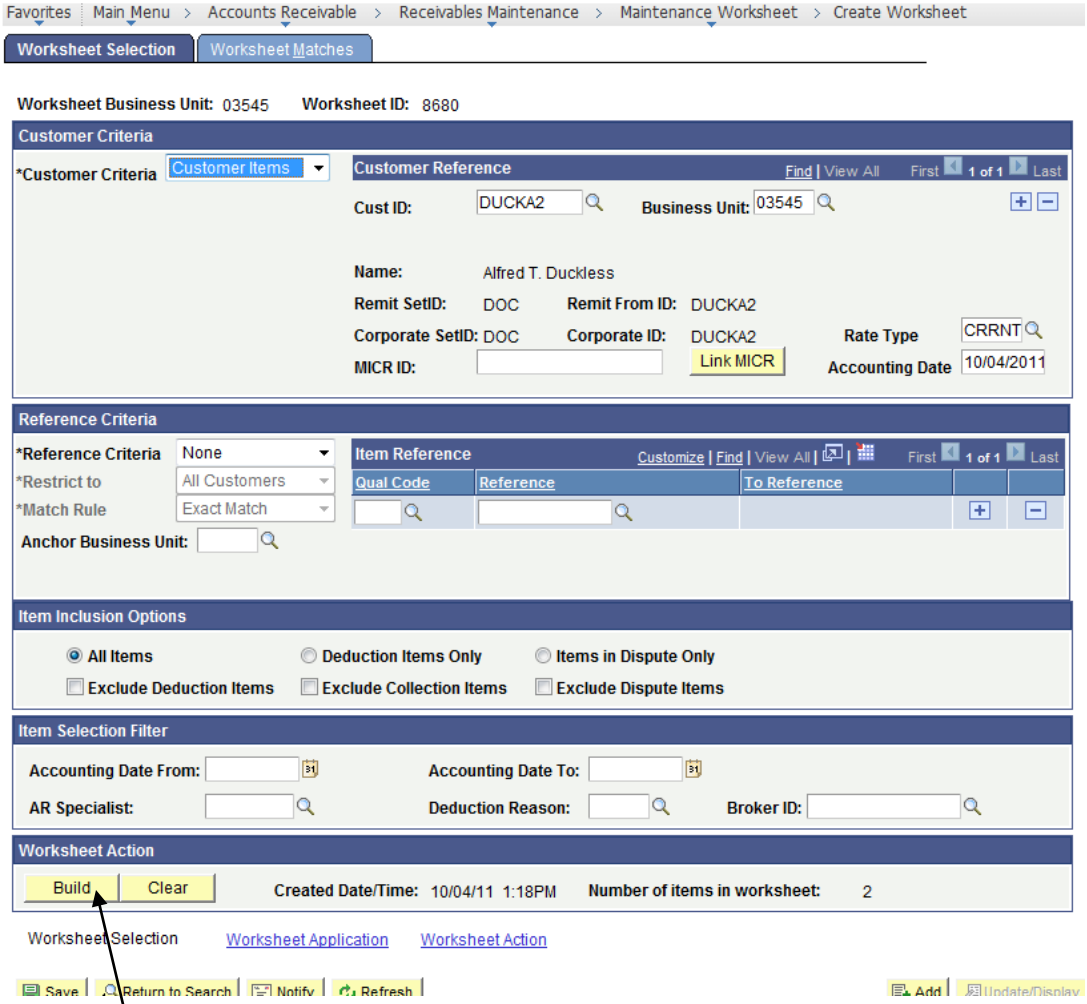
In the Customer Reference section of the page:

Enter Cust ID

- Enter the appropriate Customer ID

Enter Business Unit

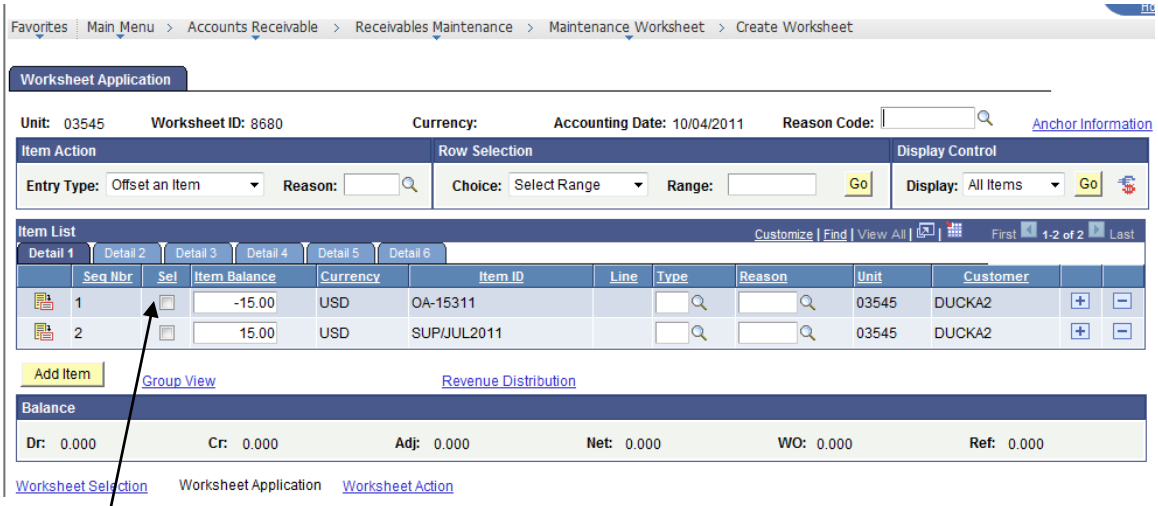
- Enter appropriate Business Unit



Click on the Refresh button located at bottom of page (use scroll bar to right) – Customer Name, etc will default into the Customer Reference section of the page.

In the Worksheet action section of the page (lower left)

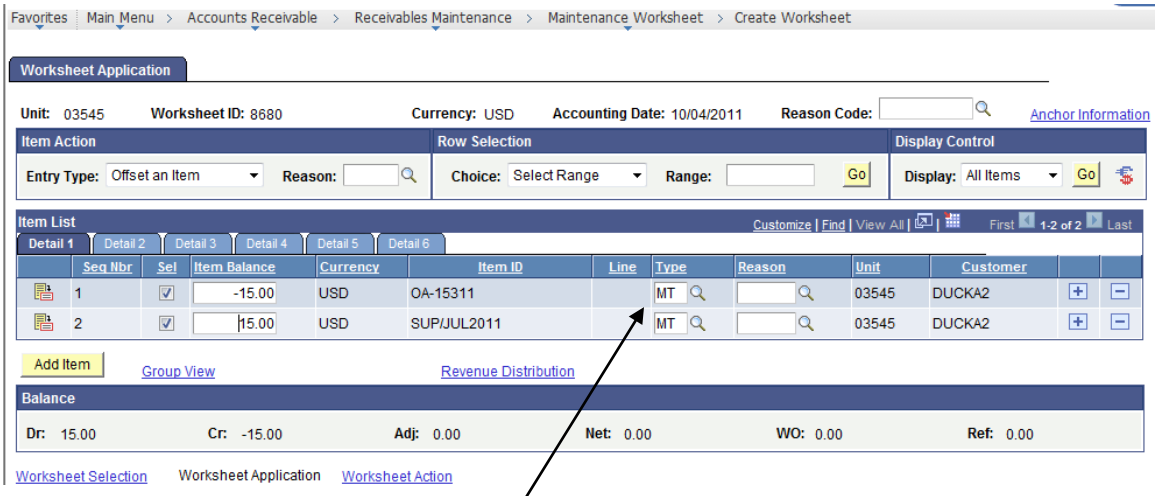
Click the Build button



The Worksheet Application page opens with all open items for Customer DUCKA2 in BU 03545. Since both lines in this example are items the Entry Type defaults with Offset an Item.

Select the box(s) to the left of the items you are matching up to close.

Click on Refresh button located at bottom of page.

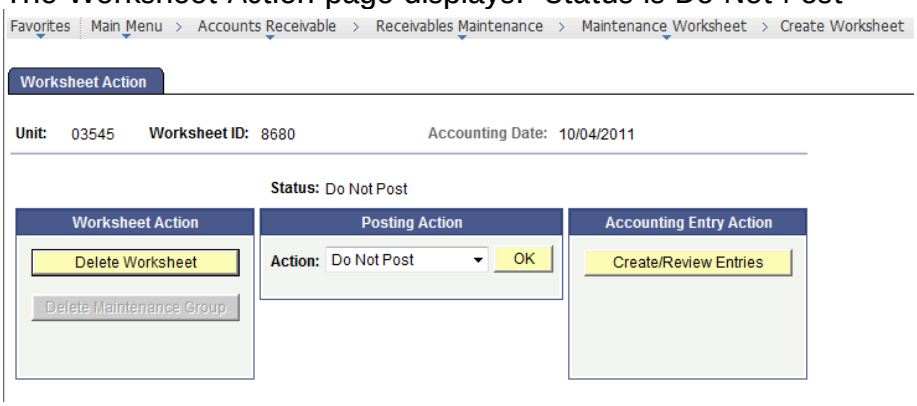


Page is refreshed and Type populates.

Click on Save Button (bottom left section).

Click on the Worksheet Action link at the bottom of the page.

The Worksheet Action page displays. Status is Do Not Post

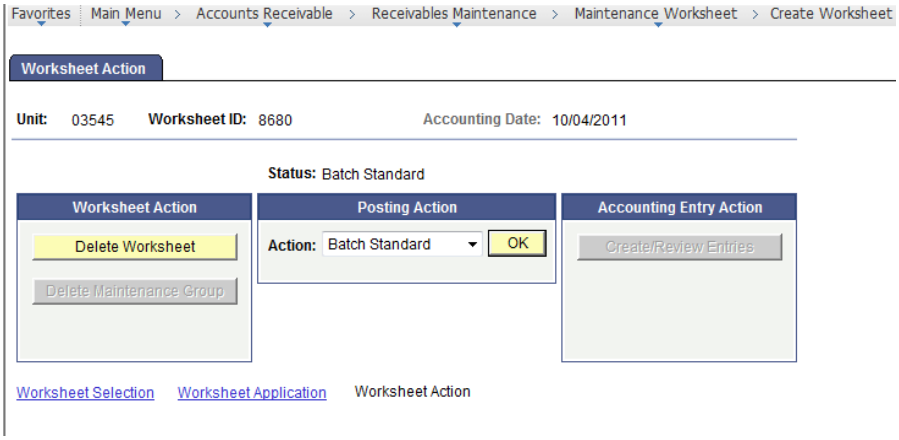


Select the drop down arrow for the Action: under the Posting Action section of the page.

- **Select Batch Standard**

Click on the OK button

Click Save Button



The Status changes from Do Not Post to Batch Standard. The Maintenance Worksheet group is set to post the next time the ARUPDATE process runs, which is a daily Batch process that runs overnight. Once ARUPDATE has run and the group is posted the customer's account (item) will be closed.

MAINTENANCE WORKSHEET IS COMPLETE

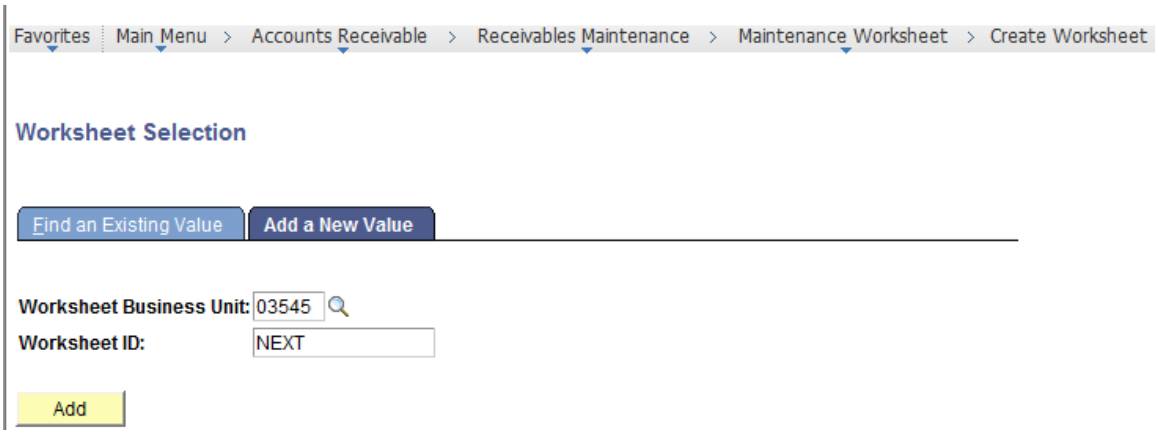
Create a Maintenance Worksheet to Write Off an Item

Possible situations when this function is used: When there is an open item posted to a customer's account in the Accounts Receivable module that needs to be closed. For example, a receivable item has been on the books for a long period of time and you do not expect to collect the money.

Navigation: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

The Worksheet Selection page displays.

Click the Add a New Value Tab.



Add a New Value page displays

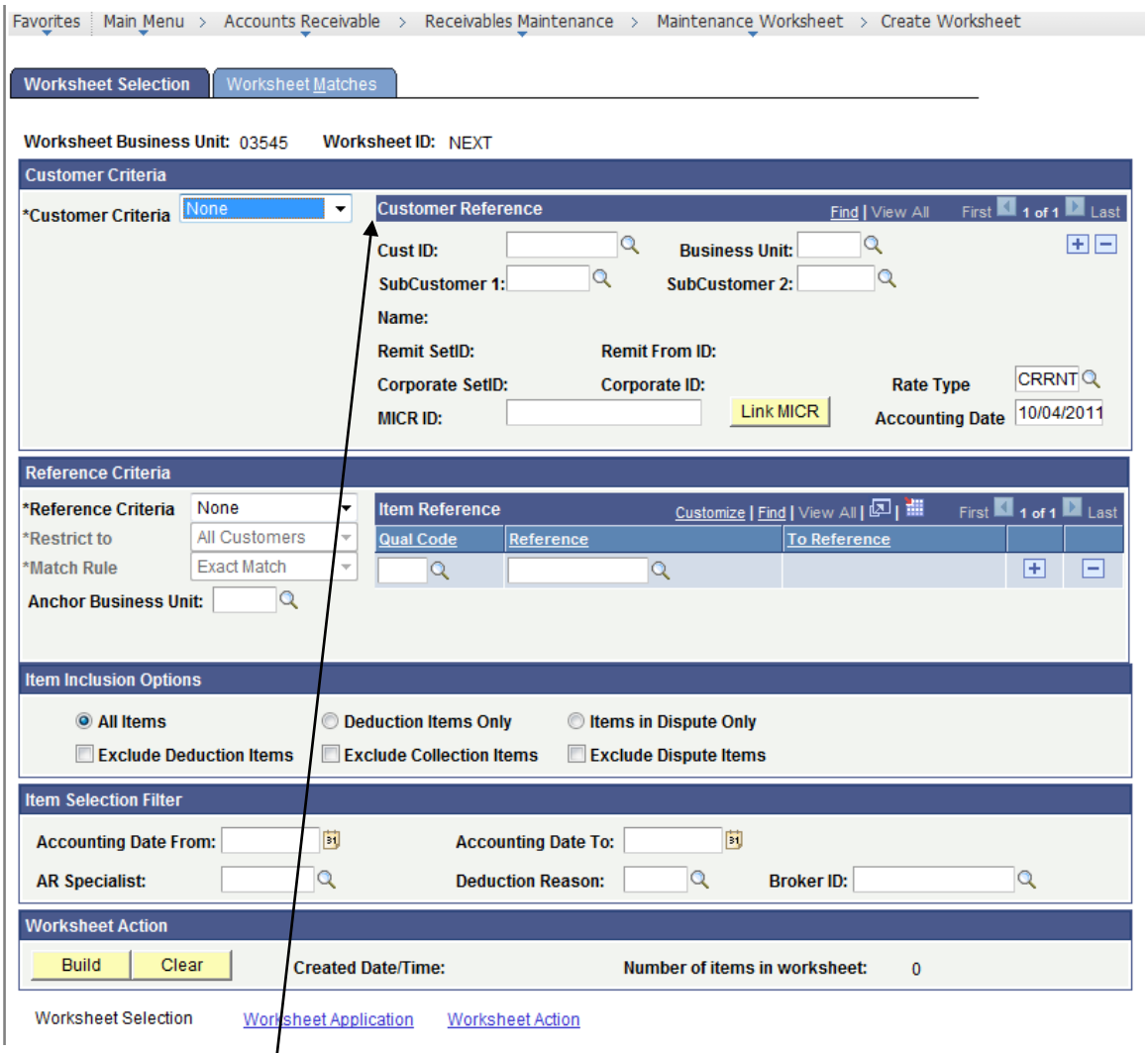
Enter Worksheet Business Unit

- Leave as default **or**
- Enter the appropriate business unit

Enter Worksheet ID

- Leave as default NEXT

Click the Add button



The Worksheet Selection page displays.

In the Customer Reference section of the page:

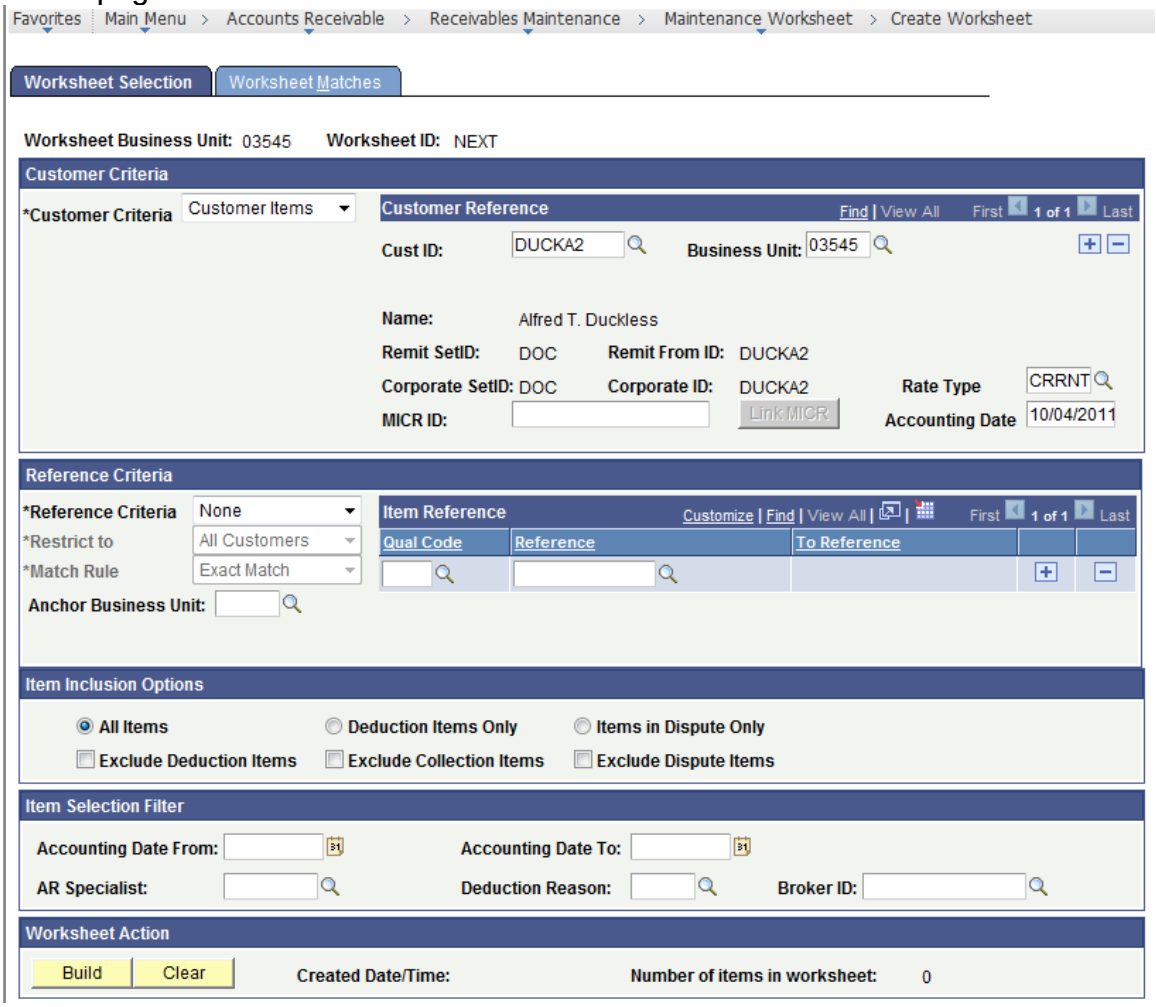
Enter Cust ID

- Enter the appropriate Customer ID

Enter Business Unit

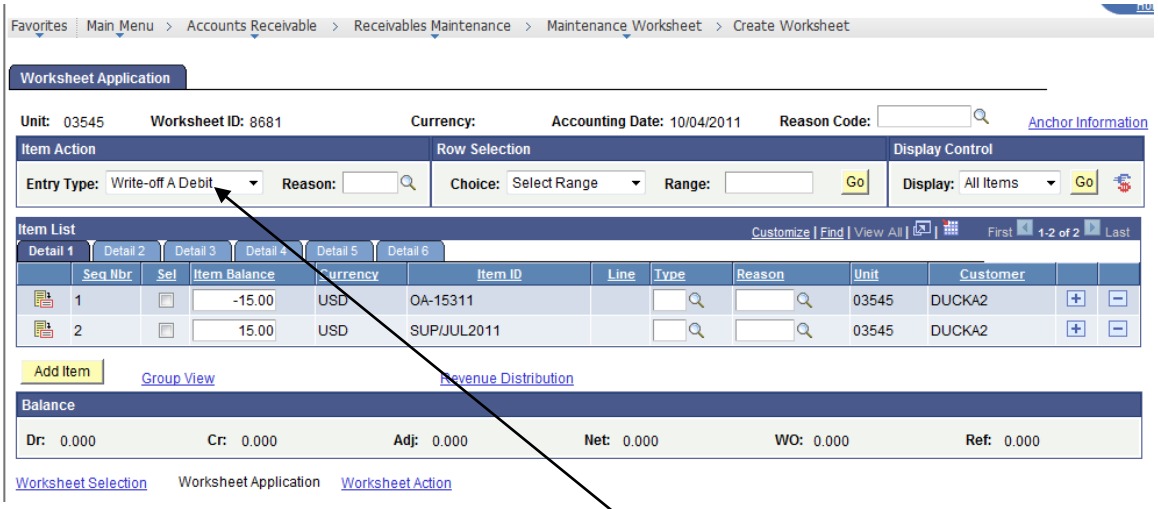
- Enter appropriate Business Unit

Click the refresh button located at the bottom of the page (use Scroll Bar to the right) – Customer Name, etc will default into the Customer Reference section of the page.



Click the Build button

The Worksheet Application page opens with all open items for Customer DUCKA2 in BU 03545.

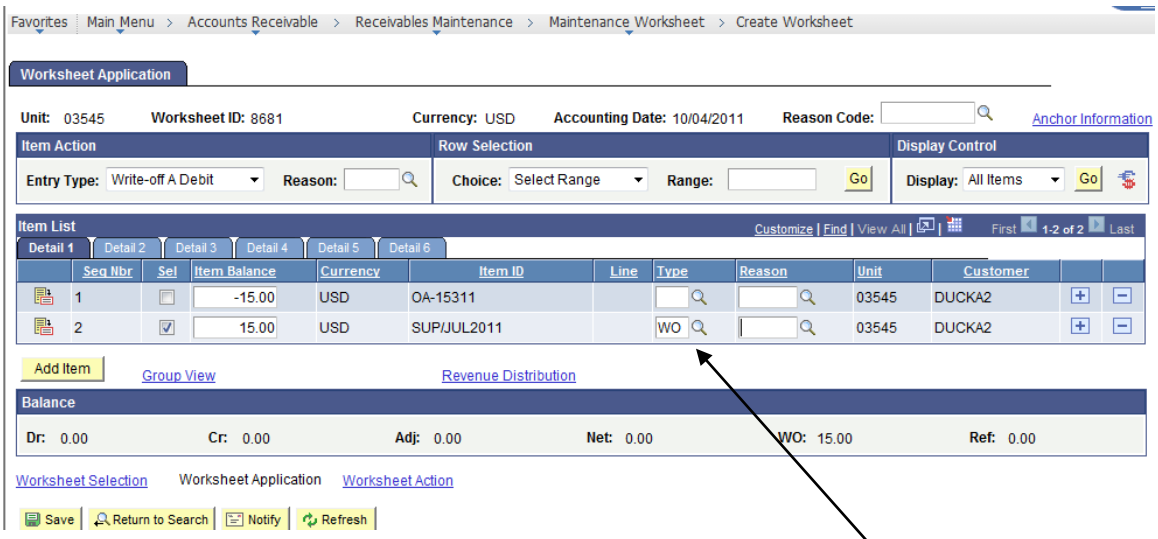


In the Item Action section of the page (top left) select the drop down arrow for the Entry Type

- Select the appropriate **Write-off type** (example Write off a debit)

Select the box to the left of the item you are writing off to close.

Click on Refresh button (bottom mid section of page).



Worksheet Application page displays and populates Type – WO.

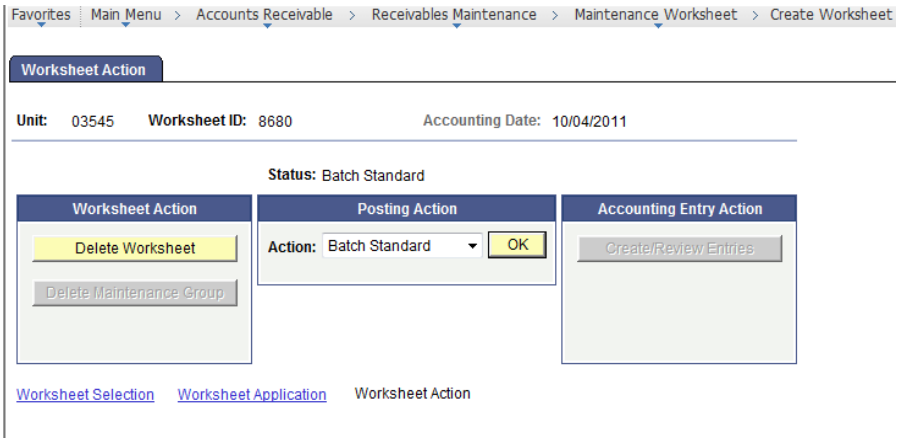
Reason

- Select appropriate reason

Click the Save Button at bottom of page.

Click on the Worksheet Action link at the bottom of the page.

The Worksheet Action page displays with a status of Do Not Post.



Select the drop down arrow for the Action: under the Posting Action section of page.

- **Select Batch Standard**

Click on the OK button

Click the Save Button

The Status changes from Do Not Post to Batch Standard. The Write off Maintenance Worksheet group is set to post the next time the ARUPDATE process runs. This process runs in a nightly batch process.

Note: When selecting Write-Off a Credit the entry type will default to Write-Off a Debit. Accept the default and continue your worksheet by selecting the Credits to write off.

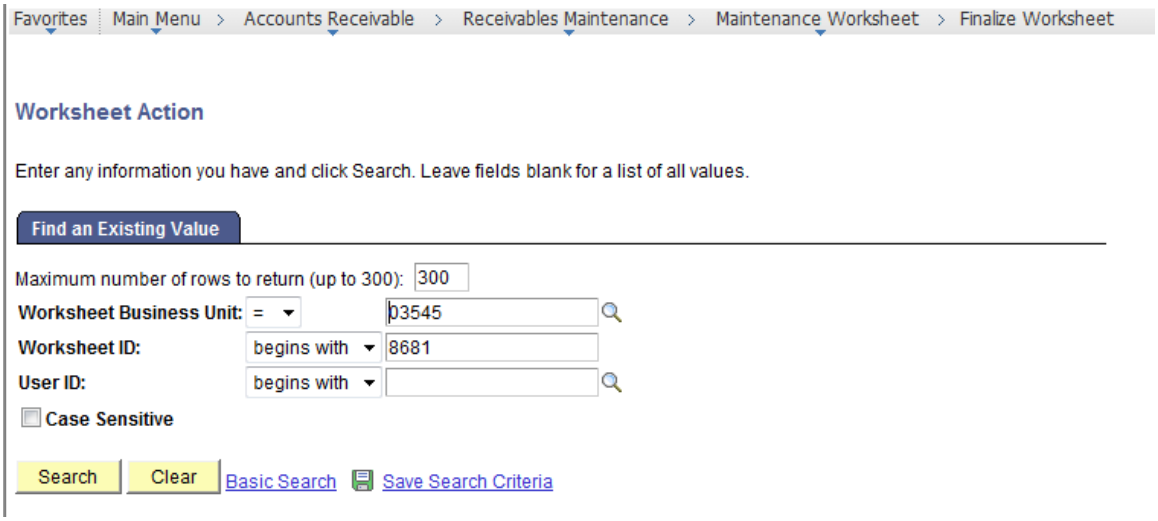
MAINTENANCE WORKSHEET FOR WRITE OFF IS COMPLETE

Delete a Maintenance Worksheet That Has Not Posted

Possible situations when this function is used: Maintenance worksheet groups are created whenever the Build button is selected, even if the group has not been saved or set to post, it is a group that will need to be deleted if it is not used in the current month. This navigation will take you automatically to the Worksheet Action page.

Navigation: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Finalize Worksheet

The Worksheet Action page displays



.

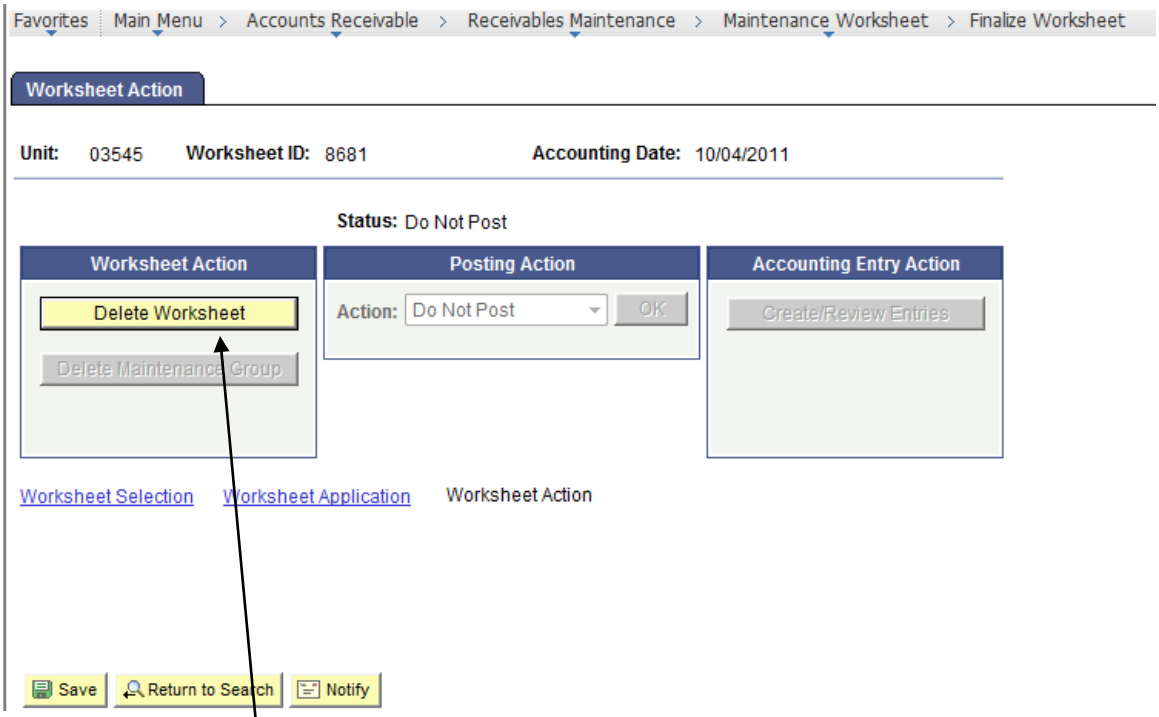
Enter Worksheet Business Unit

- Leave as default **or**
- Enter the appropriate business unit

Enter Worksheet ID

- Enter the appropriate Worksheet ID

Click the Search button

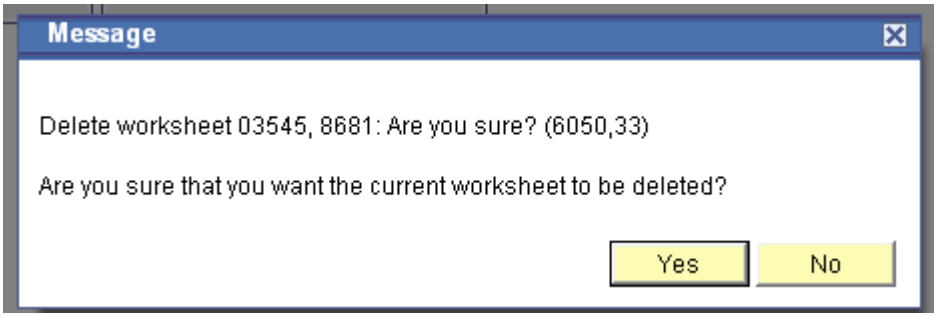


The Worksheet Action page displays. If you need to review your worksheet prior to deleting click on the links at bottom of page; Worksheet Selection or Worksheet Application.

In the Worksheet Action section of the page:

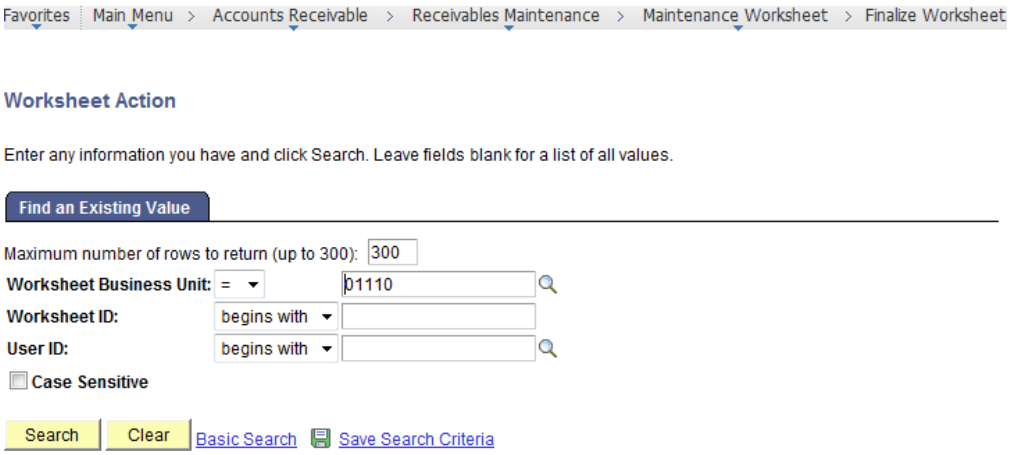
Select the Delete Worksheet button

You will receive the warning message "Delete worksheet (BU, Group ID): Are you sure?



Click Yes

You are returned to the Worksheet Action page.



To confirm that the Maintenance Worksheet group has been deleted, do the following from the Worksheet Action page:

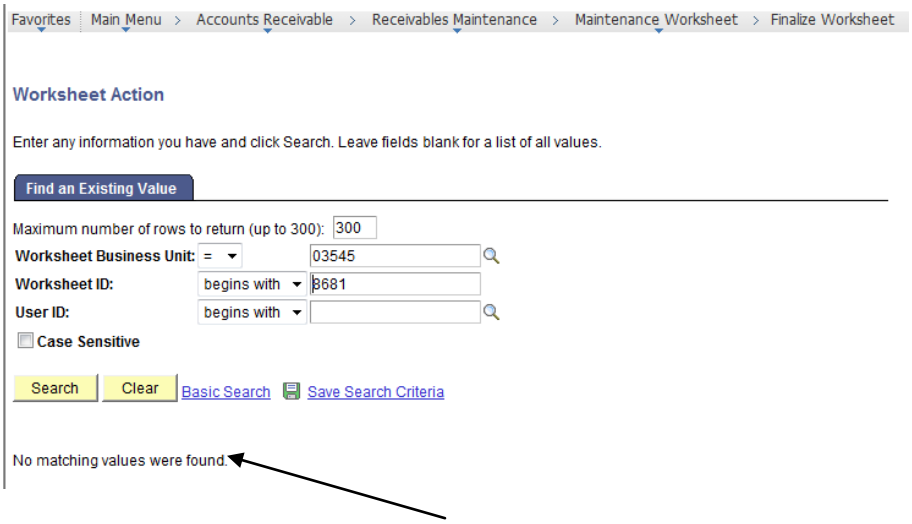
Enter Worksheet Business Unit

- Enter the appropriate worksheet business unit

Enter Worksheet ID

- Enter appropriate Worksheet ID

Click the Search button



You will receive the message **"No matching values were found."**

DELETE MAINTENANCE WORKSHEET NOT POSTED IS COMPLETE

Enter Customer Conversation

Possible situations when this function is used: Enter details for a conversation, including review information, keywords. Any time a change is made to a Customer in the Accounts Receivable module a Conversation can be entered for future reference. You can review a conversation with a customer contact and define actions to be taken based on that conversation, or you can add additional conversation information for an existing customer.

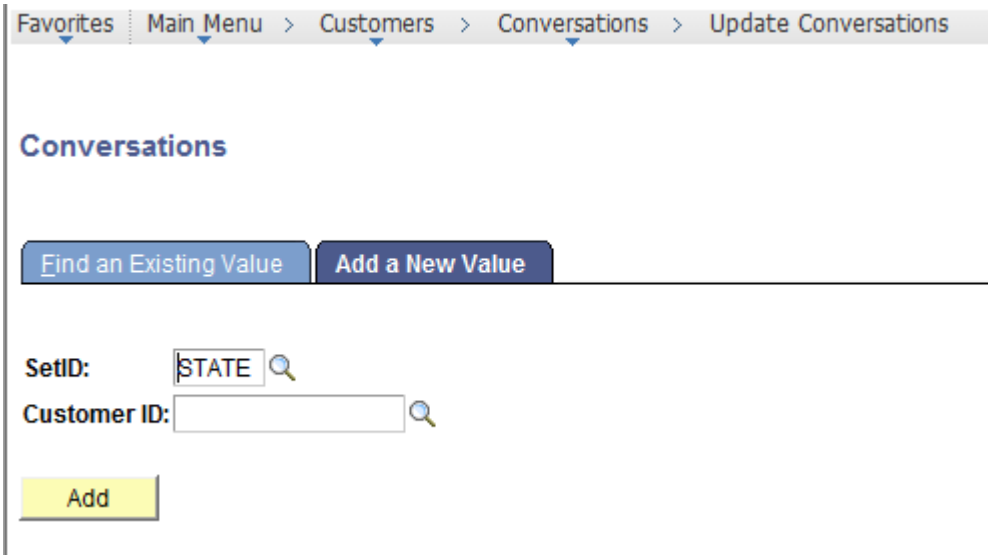
You can also review information for any conversation that has been entered or enter a conversation at any time. You can enter up to three keywords for each conversation if you want to use the Conversation by Keyword page to locate conversations with a certain keyword.

Navigation: Customers > Conversations > Update Conversations

The Conversations page will display.

Click on the Add a New Value Tab

Conversation page is displayed.



Enter Set ID

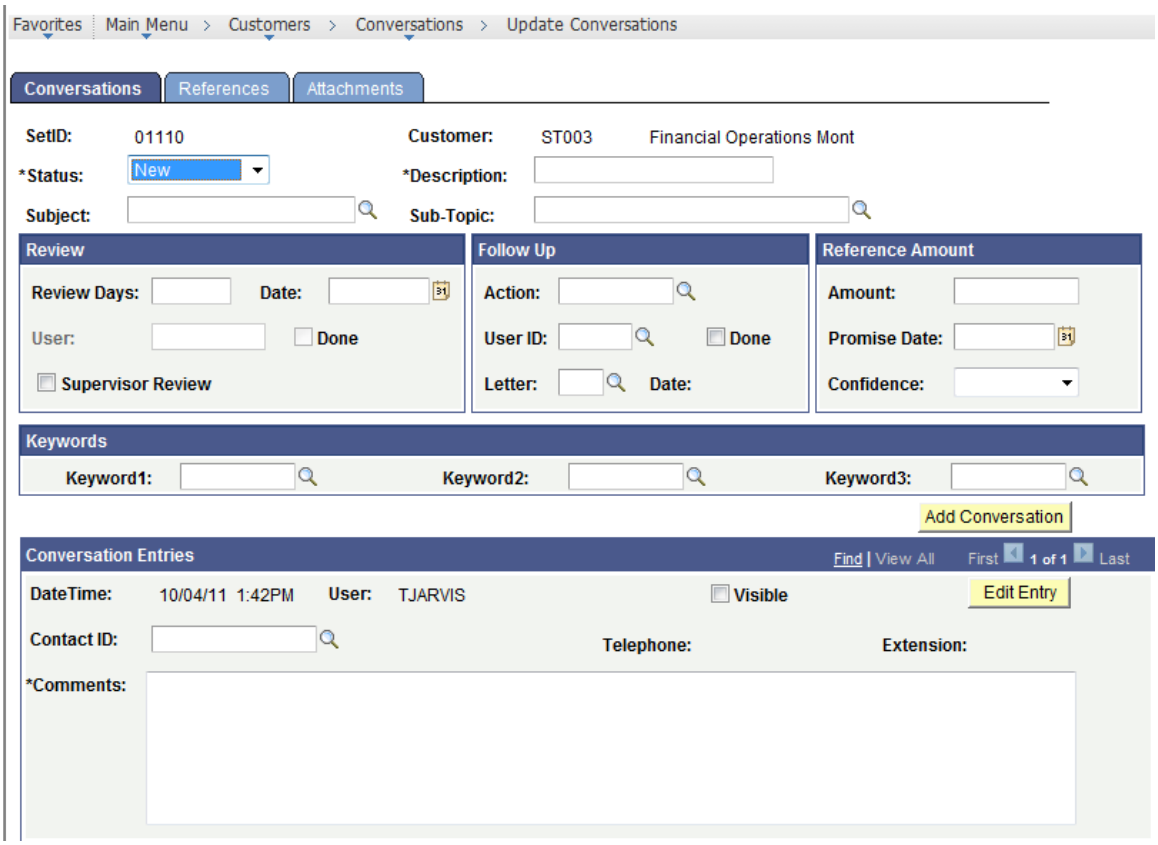
- leave as default **or**
- enter the appropriate set ID

Enter Customer ID

- Enter appropriate Customer ID

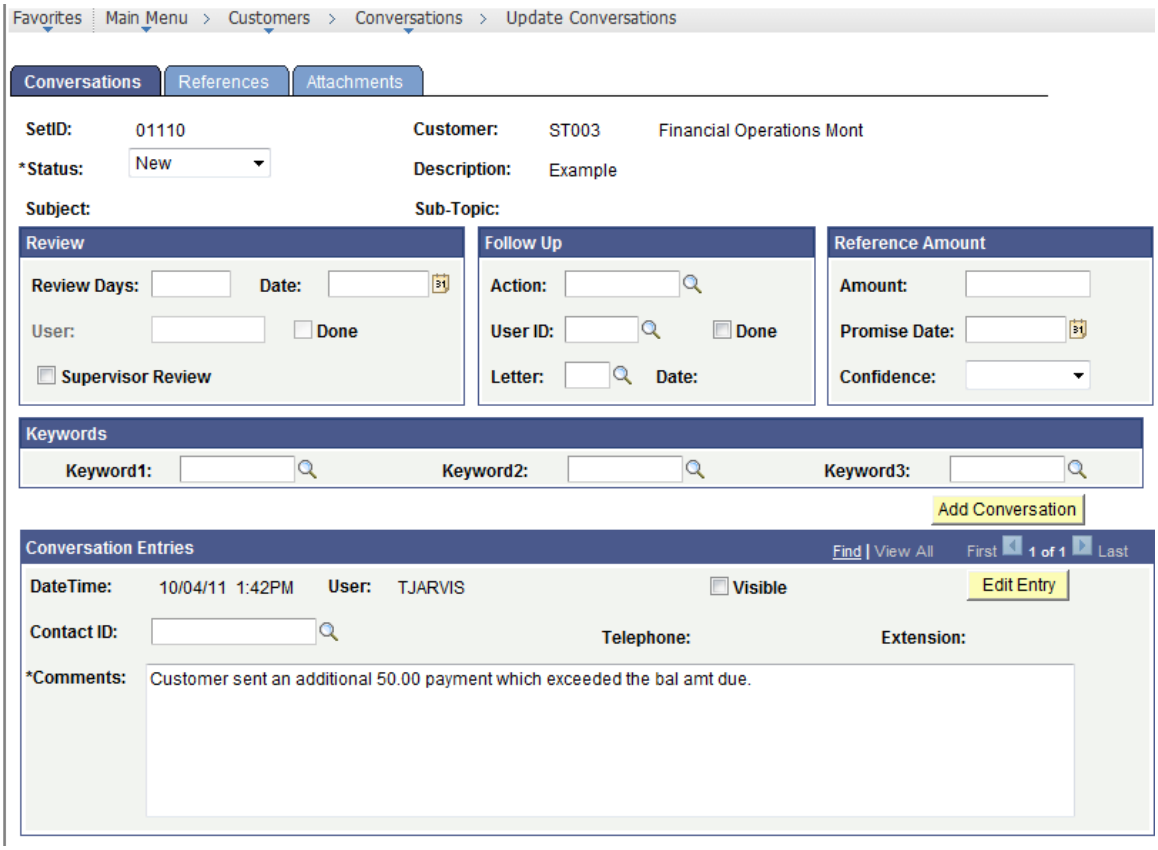
Click the ADD button

The Customer Component Page will display.



Conversations

- **Status** – Mandatory field defaults as **NEW**, accept default.
- **Description** – Mandatory field enter a brief description
- **Keyword1** – Enter appropriate and valid keyword for conversation not a mandatory field
- **Comments** – Enter detailed description for the conversation (see screen print below):



Click on the Save Button

Change Status from **NEW** to **OPEN**.

Select the current status for the conversation. Values are:

Closed: Select when customer account is closed. This status is informational only. You can change a closed conversation.

New: The system automatically assigns this when you create a new conversation, before anyone reviews or responds to it.

Open: Select when you review or respond to a new conversation.

ENTERING A CUSTOMER CONVERSATION IS COMPLETE

Run and Print Customer Statements

Possible situations when this function is used: Customer Statements are Crystal reports that can be run at any time. They list all open receivables for customers by business unit, and are intended to be sent to customers monthly as a collection tool.

Navigation: Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

The Statements page opens.

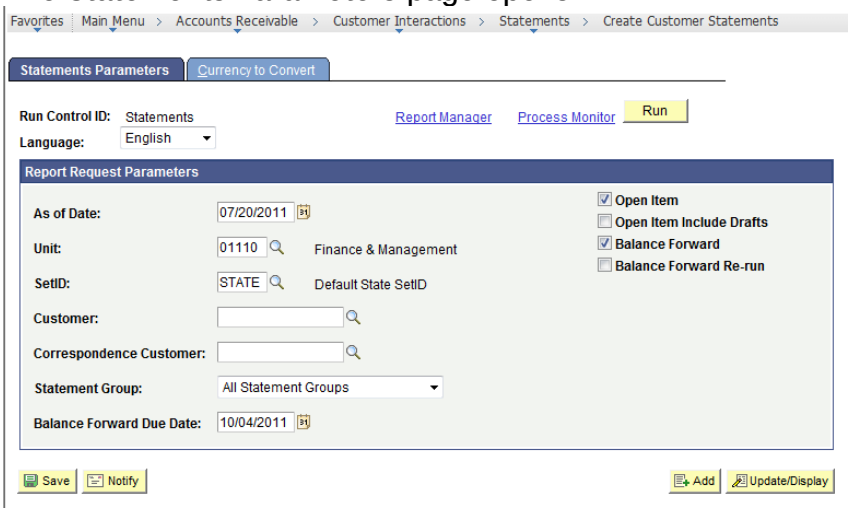
Click the Add A New Value Tab.

Enter Run Control ID

- Enter the appropriate Run Control ID

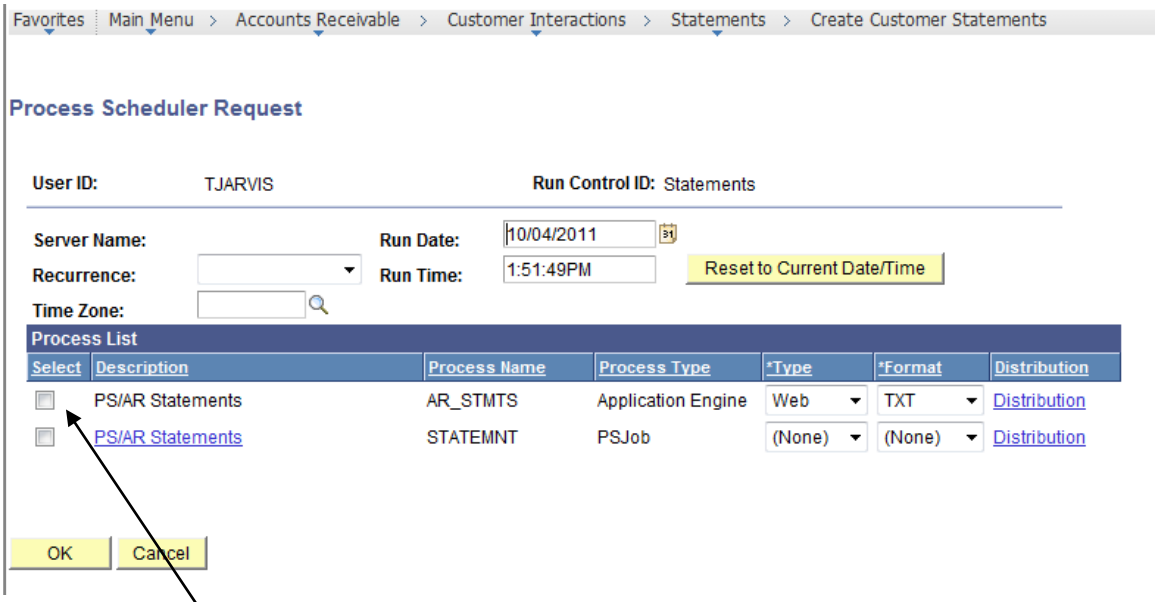
Click the Add button

The Statements Parameters page opens.



- **As of Date** - Enter appropriate As of Date
- **Unit** - Enter appropriate Business Unit
- **Set ID –** Enter appropriate **Set ID = Business Unit**
- **Customer –** Leave blank for all % will default OR enter appropriate customer ID
- **Correspondence Customer –** Leave blank for all % will default
- **Statement Group –** All Statement Groups
- **Balance Forward Due Date –** When deselect Balance Forward date is not available
- **Open Item** – Select
- **Balance Forward -** Deselect

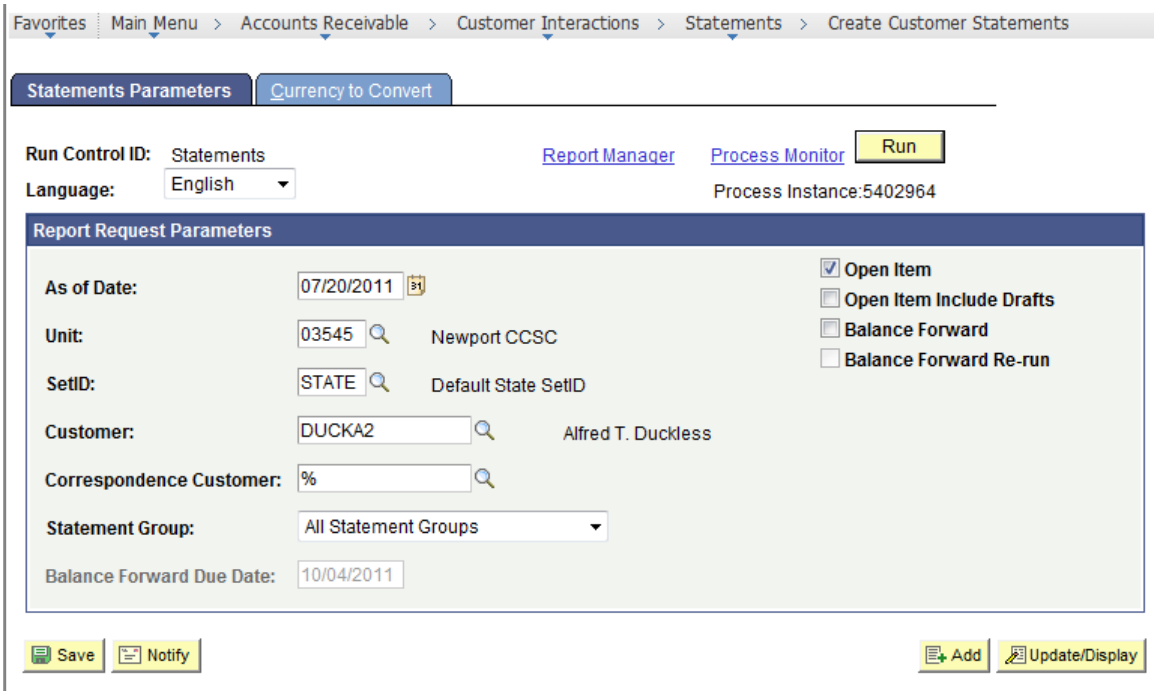
Click the Run button



Check select box PS/AR Statements

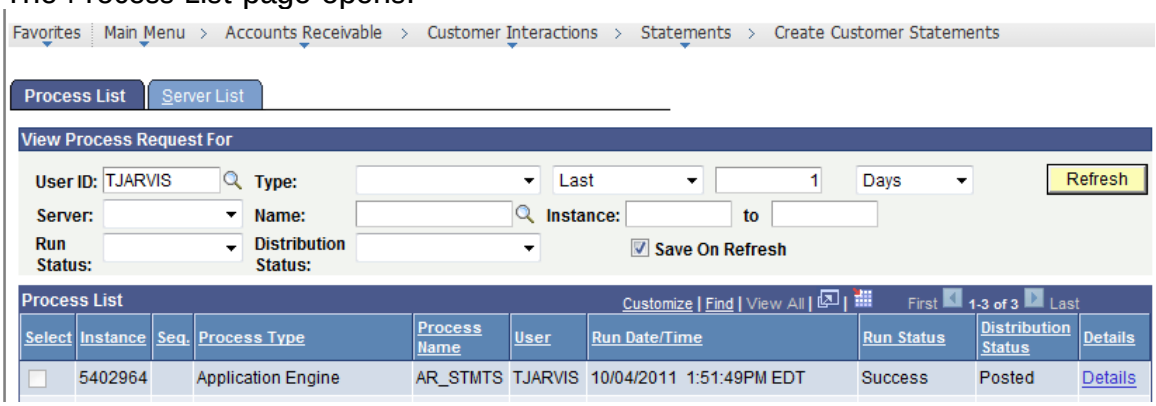
Click the OK button.

You are returned to the Statements Parameters page.



Click on the link for the Process Monitor (top right)

The Process List page opens.



Click on the Refresh button until Run Status = Success and Distribution Status = Posted.

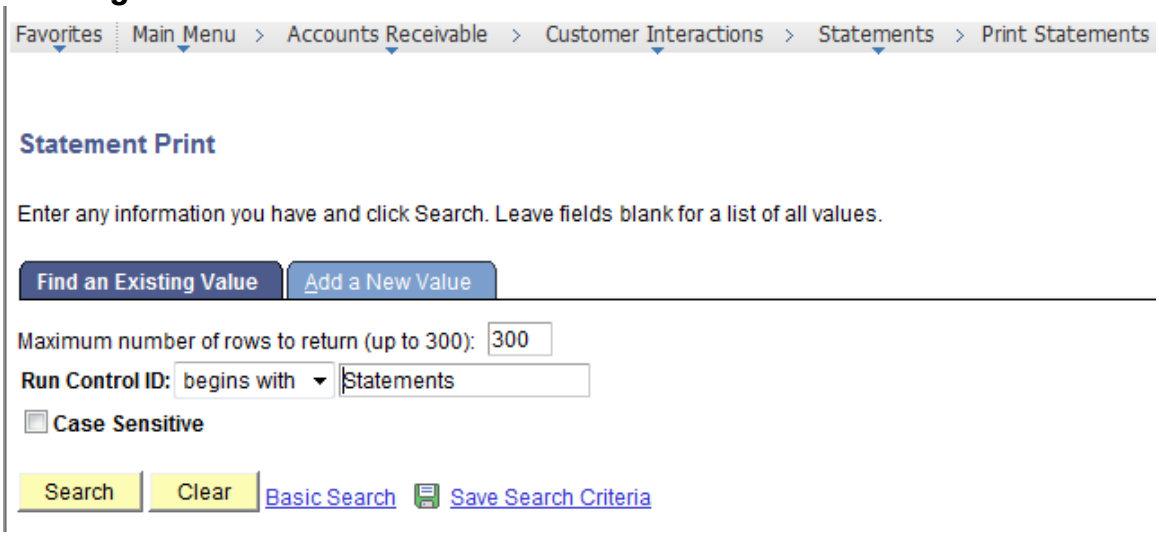
Click on the Go back to Statements (bottom left)

You are returned to the Statement Parameters page.

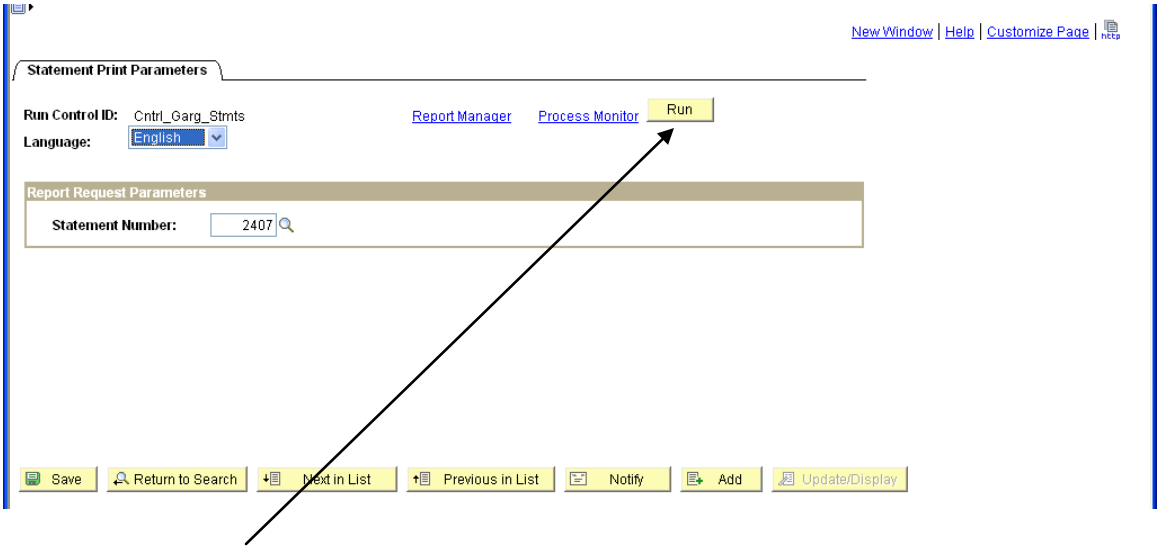
To Print Statement see Navigation below:

Navigation: Accounts Receivable> Customer Interactions> Statements> Print Statements

Find an Existing Value Tab use the same run control as used for running the Statement Process.



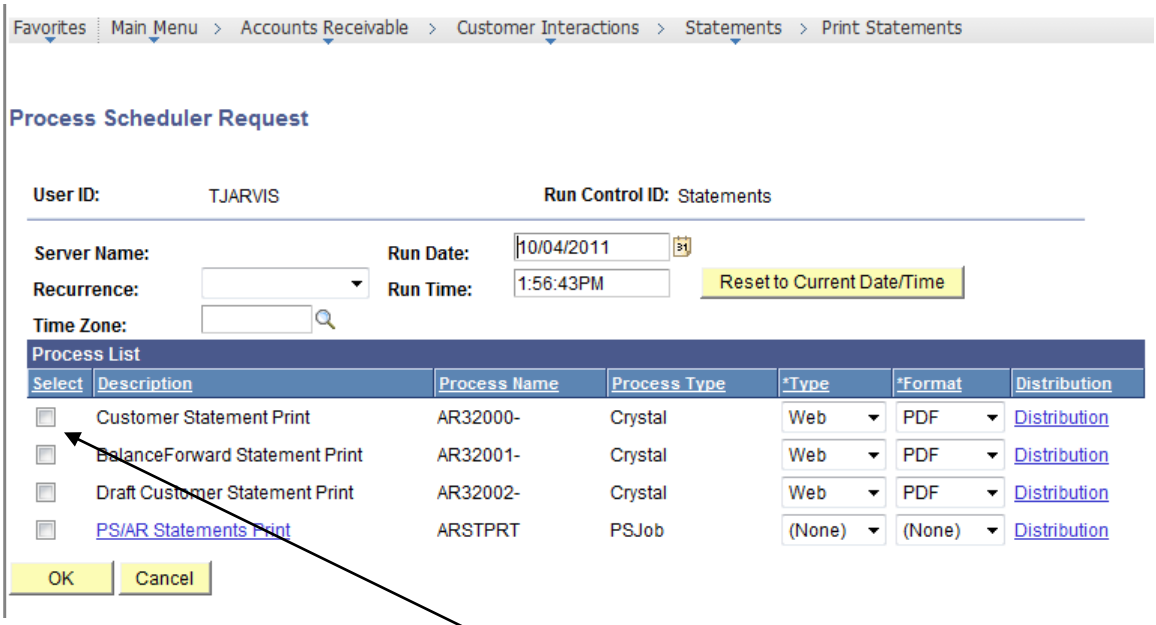
By using the same run control as the Statement process the Statement Number will automatically populate on the page**.**



Click on the Run Button

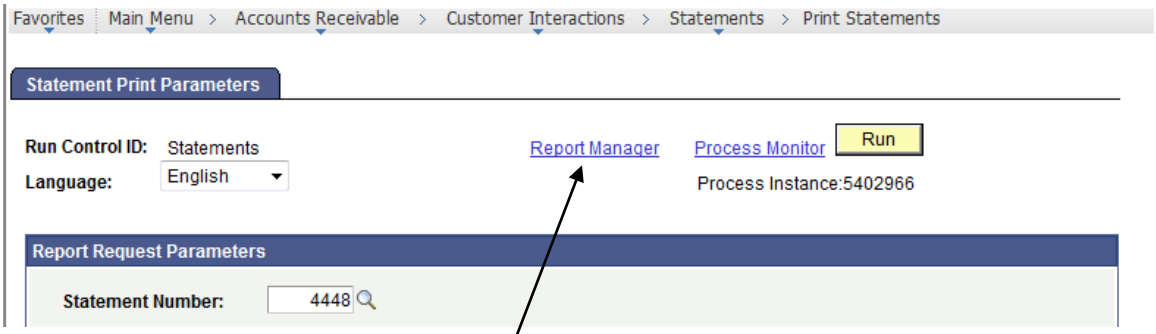
Click OK

Process Scheduler Request page is displayed



Select the box for Customer Statement Print

Click OK Button

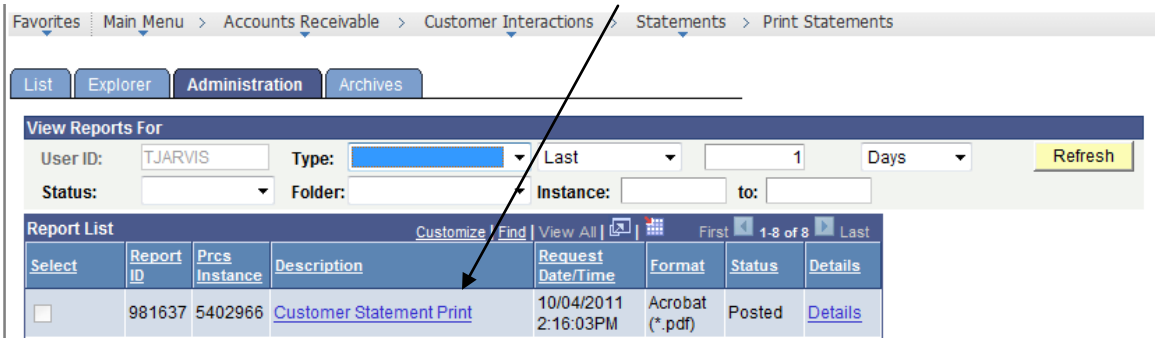


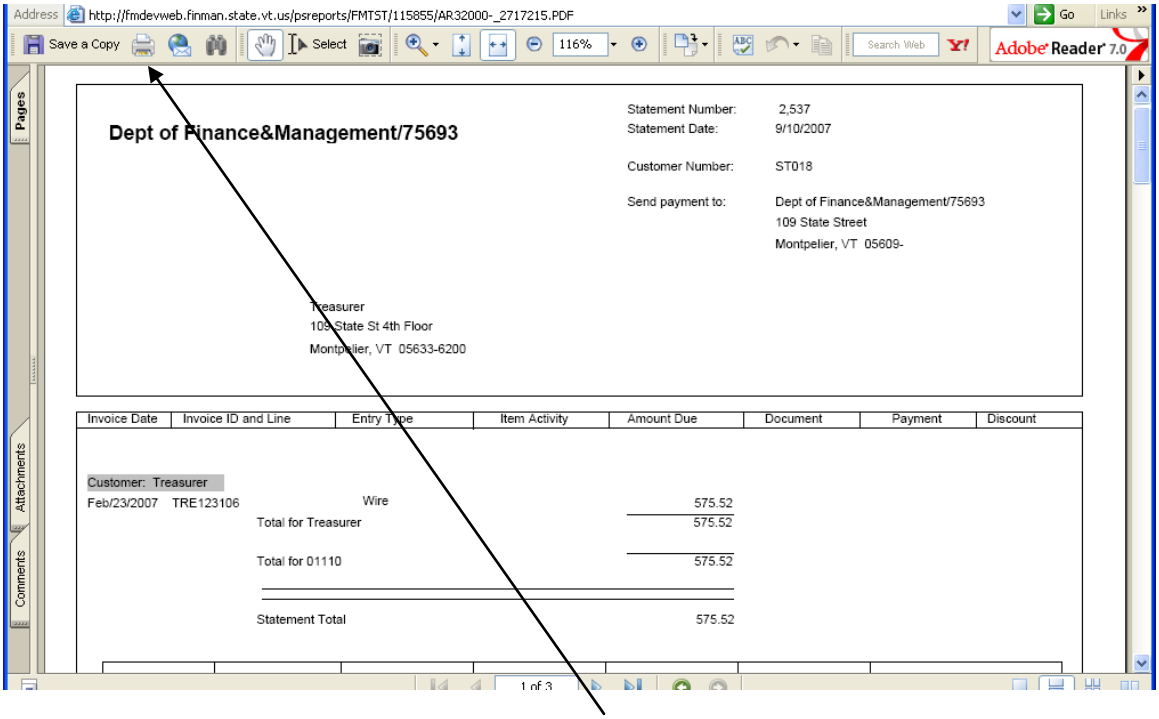
Statement Print Parameters page is displayed

Click on the Report Manager link

Click on the Administration tab.

Click on the link for the appropriate report.





Report will open, to print, click on the print icon (top left).

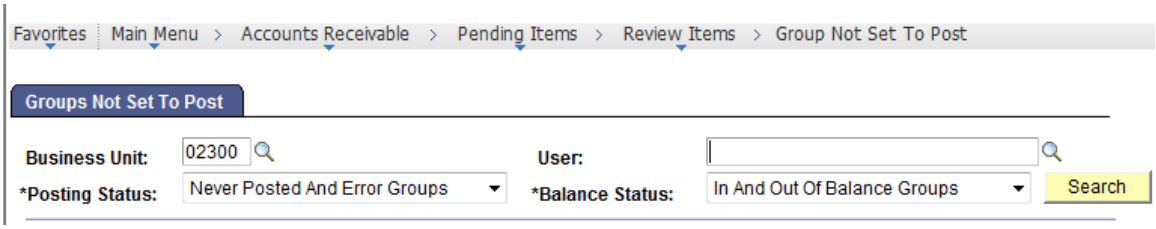
RUN AND PRINT CUSTOMER STATEMENTS IS COMPLETE

Review Pending Items Groups Not Set To Post

Possible situations when this function is used: Review is used to view groups that are in error or have not yet been set to post.

Navigation: Accounts Receivable> Pending Items> Review Items> Groups Not Set To Post

Groups Not Set To Post page opens.



Business Unit

- Leave as default **or**
- Enter the appropriate business unit

User

- Leave as default **or**
- Erase name and leave blank (by leaving field blank you will get all users who enter under the Business Unit.

Posting Status

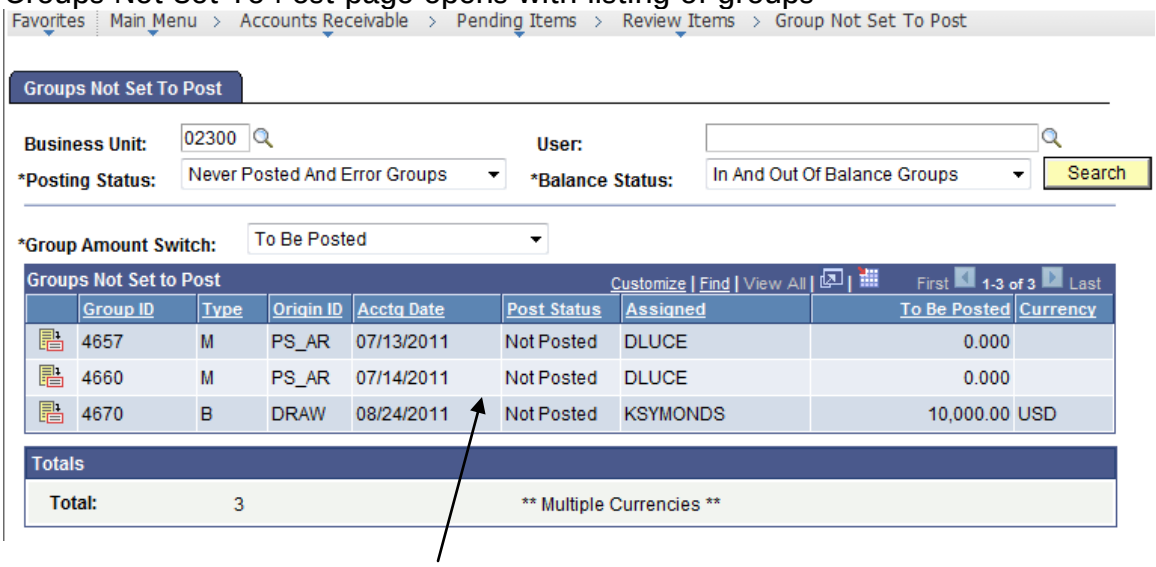
- Leave as default **or**
- Select valid value from drop down

Balance Status

- Leave as default **or**
- Select valid values from drop down

Click the Search Button

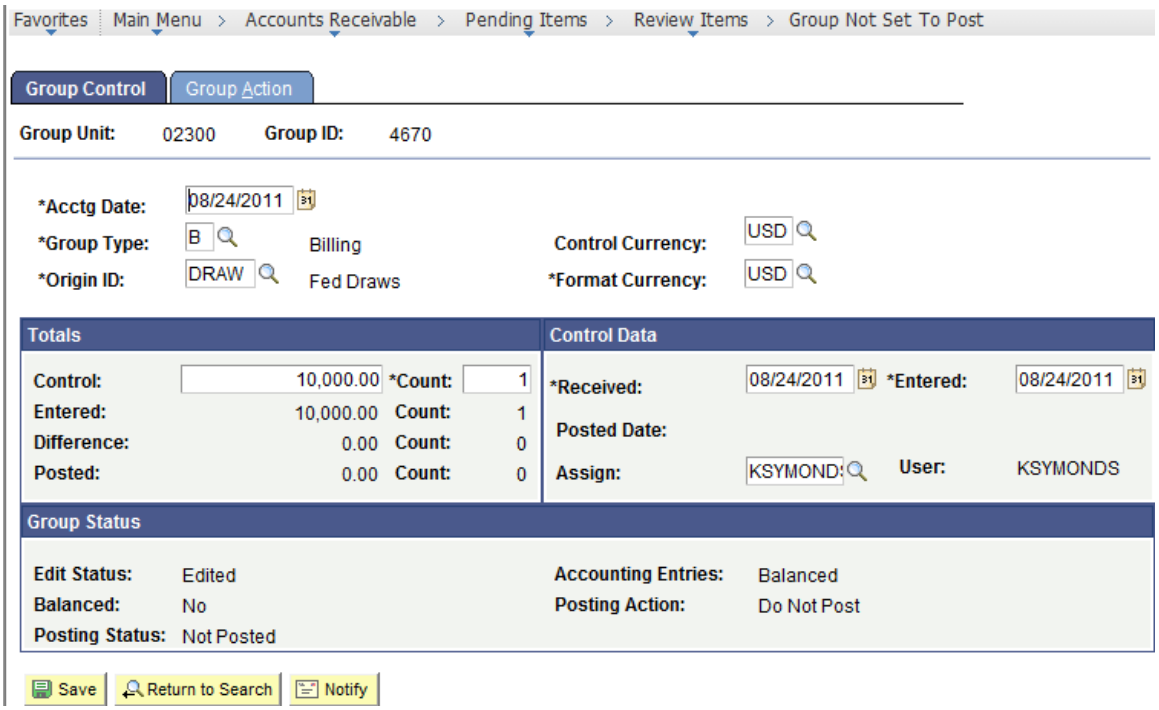
Groups Not Set To Post page opens with listing of groups



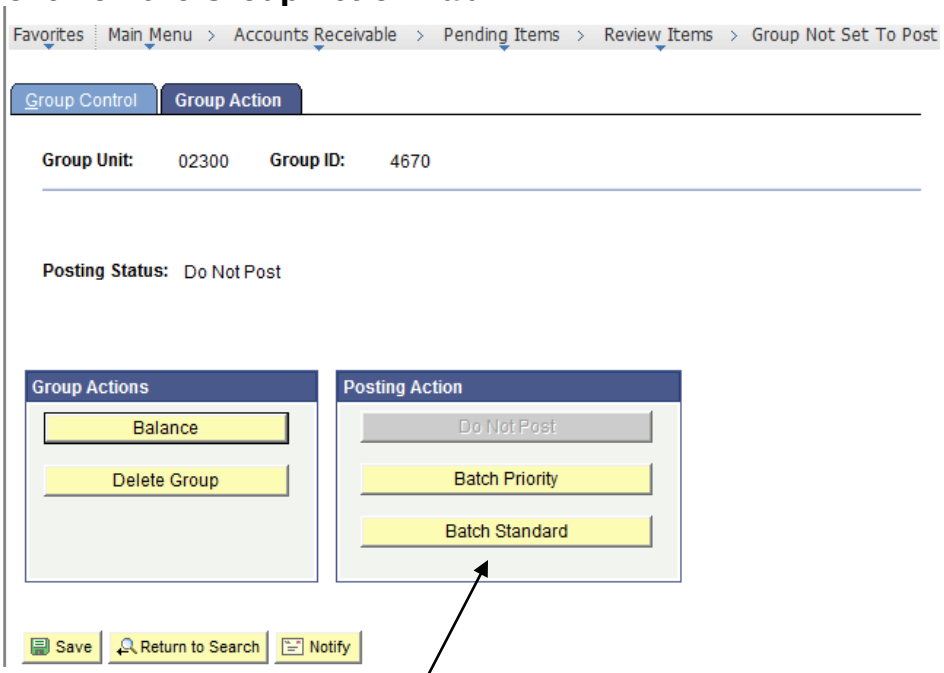
Post Status Column shows the post status of the group either it would be not posted or error.

By clicking on the Show Item Detail button besides group # allows you to access the group to complete and set to post.

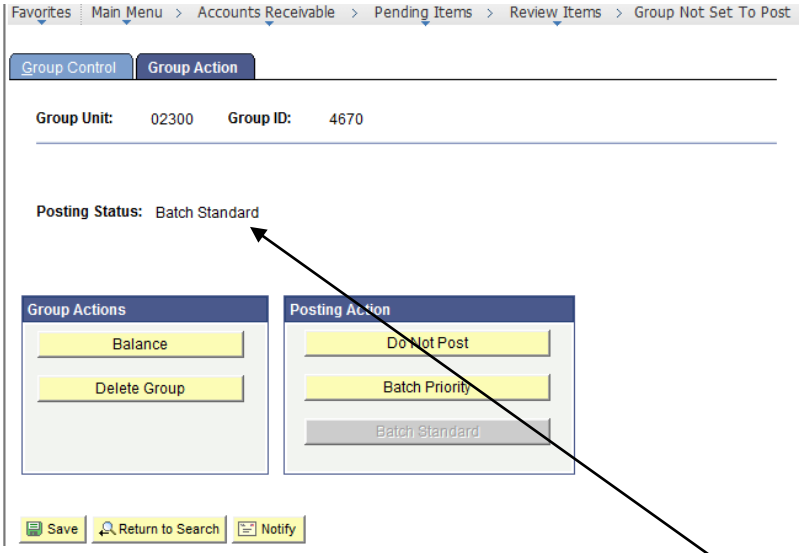
Group Control Page opens.



Click on the Group Action Tab.



Click on Batch Standard Button



Posting Status changes from **Do not Post** to **Batch Standard**. Group will pick up in the next ARUPDATE process that is run as a nightly batch process.

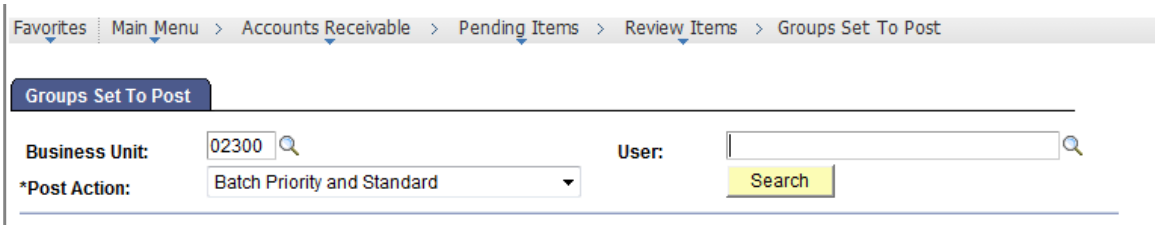
REVIEW GROUPS NOT SET TO POST IS COMPLETE

Review Pending Items Groups Set To Post

Possible situations when this function is used: Review Pending Items Group Set to Post allows you to view groups that the post action is Batch Standard ready for posting. ARUPDATE will run overnight and post the groups to the customer's account.

Navigation: Accounts Receivable> Pending Items> Review Items> Groups Set To Post

Groups Set To Post page opens.



Business Unit

- Leave as default **or**
- Enter the appropriate business unit

User

- Leave as default **or**
- Erase name and leave blank (by leaving field blank you will get all users who enter under the Business Unit.

Posting Action

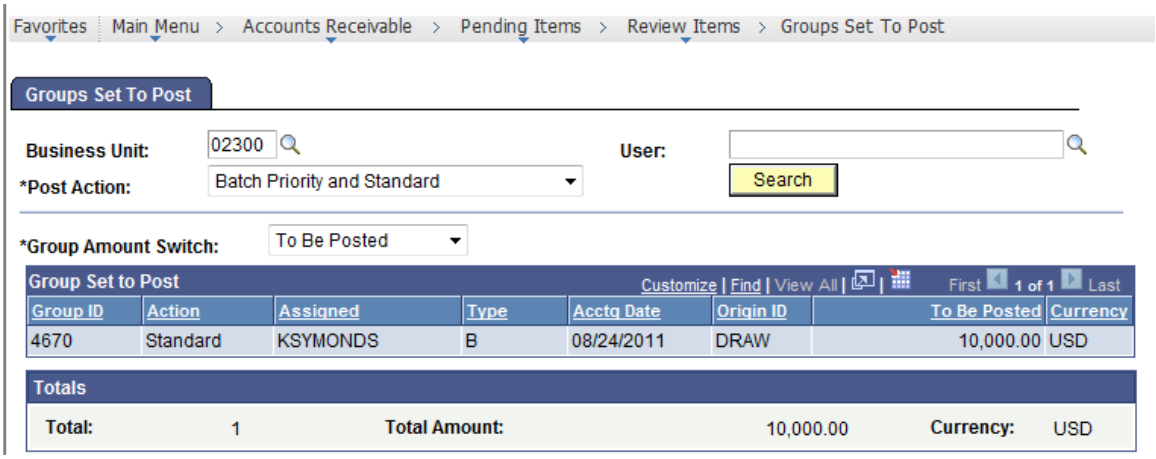
- Leave as default **or**
- Select valid value from drop down

Balance Status

- Leave as default **or**
- Select valid values from drop down

Click the Search Button

Groups Set To Post page displays all groups set to post



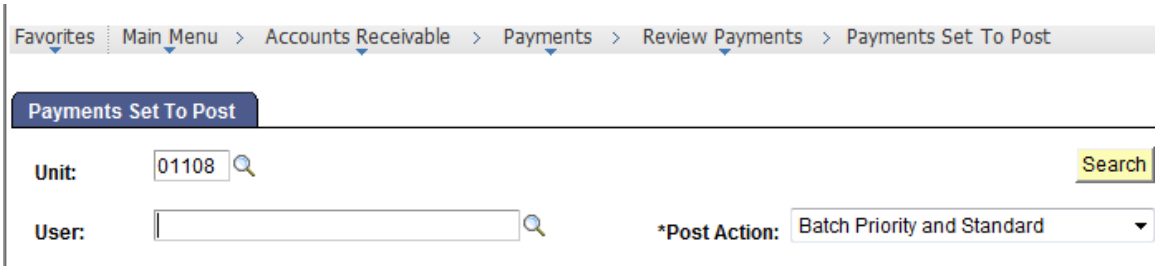
REVIEW GROUPS SET TO POST IS COMPLETE

Review Payments Set To Post

Possible situations when this function is used: Review payments Set to Post is used to view payments that the post action is Batch Standard ready for posting. ARUPDATE will run overnight and post the groups to the customer's account.

Navigation: Accounts Receivable> Payments> Review Payments> Payments Set to Post

Payments Set To Post page opens.



Unit

- Leave as default **or**
- Enter the appropriate business unit

User

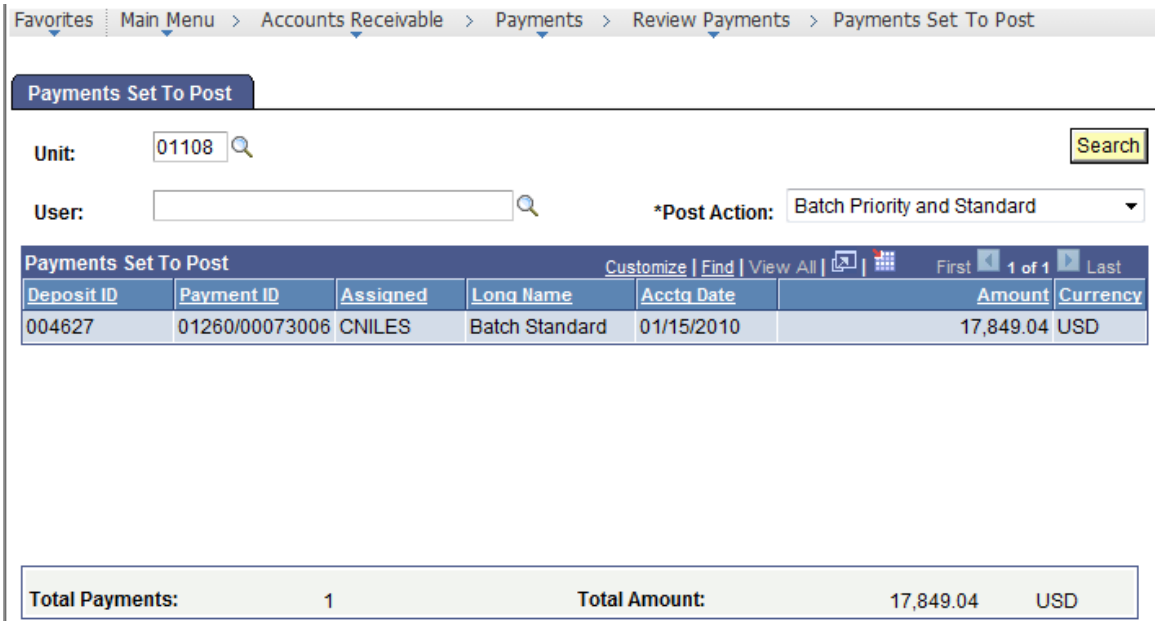
- Leave as default **or**
- Erase name and leave blank (by leaving field blank you will get all users who enter under the Business Unit.

Posting Action

- Leave as default **or**
- Select valid value from drop down

Click the Search Button

Payments Set to Post page displays.



These payments will be picked up in the next ARUPDATE batch process which runs overnight and post to the customer account.

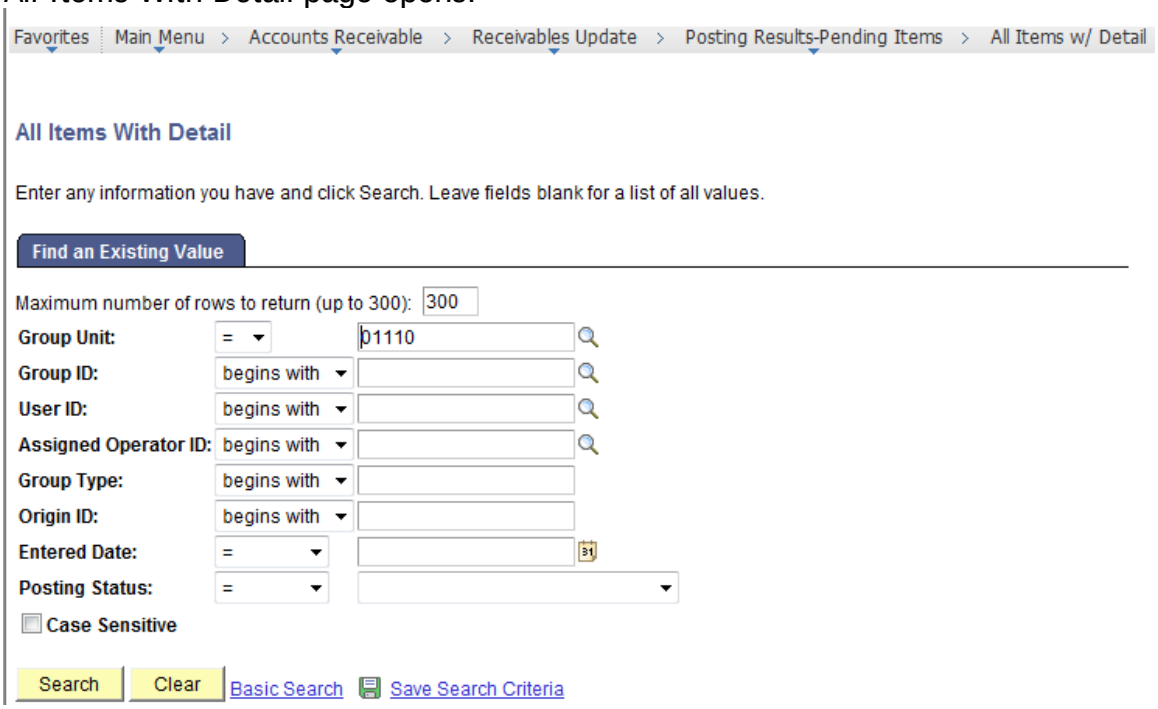
REVIEW PAYMENTS SET TO POST IS COMPLETE

Review Posting Results-Pending Items

Possible situations when this function is used: Review Posting Results-Pending Items is used to check status of pending items once ARUPDATE runs overnight.

Navigation: Accounts Receivable> Receivable Update> Posting Results-Pending Items> All Items w/Detail

All Items With Detail page opens.



Group Unit

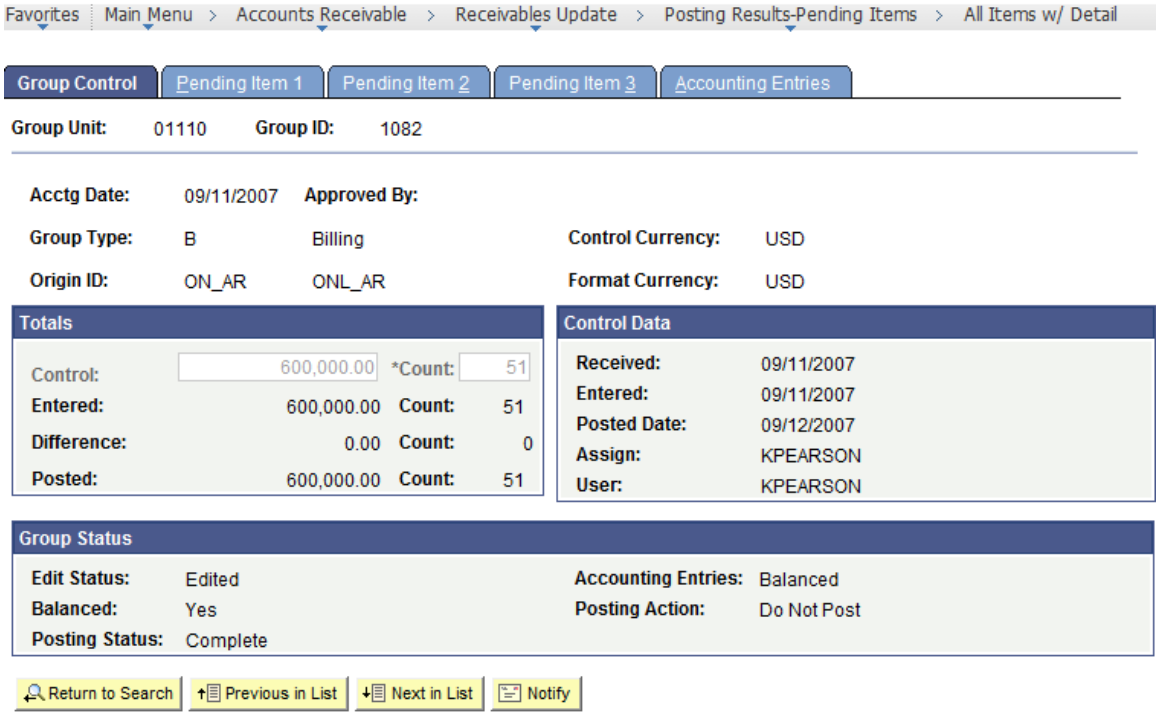
- Leave as default **or**
- Enter the appropriate group unit

Group Id

- Enter appropriate group id **or**
- Leave blank and search on all groups

Click the search button

Group Control page opens.



Group Status

- **Edit Status –** Edited
- **Balanced –** Yes
- **Posting Status**
  - Complete (group posted to customer account with no errors.)
  - Error (group is in error click on the pending item 1 tab and click the error info button to find what the error message is. To correct error navigate to Correct Posting Errors segment of manual.
- **Accounting Entries –** Balanced
- **Posting Action -** Do not Post (once a group posts to customer account the posting Action changes from Batch Standard to Do not Post)

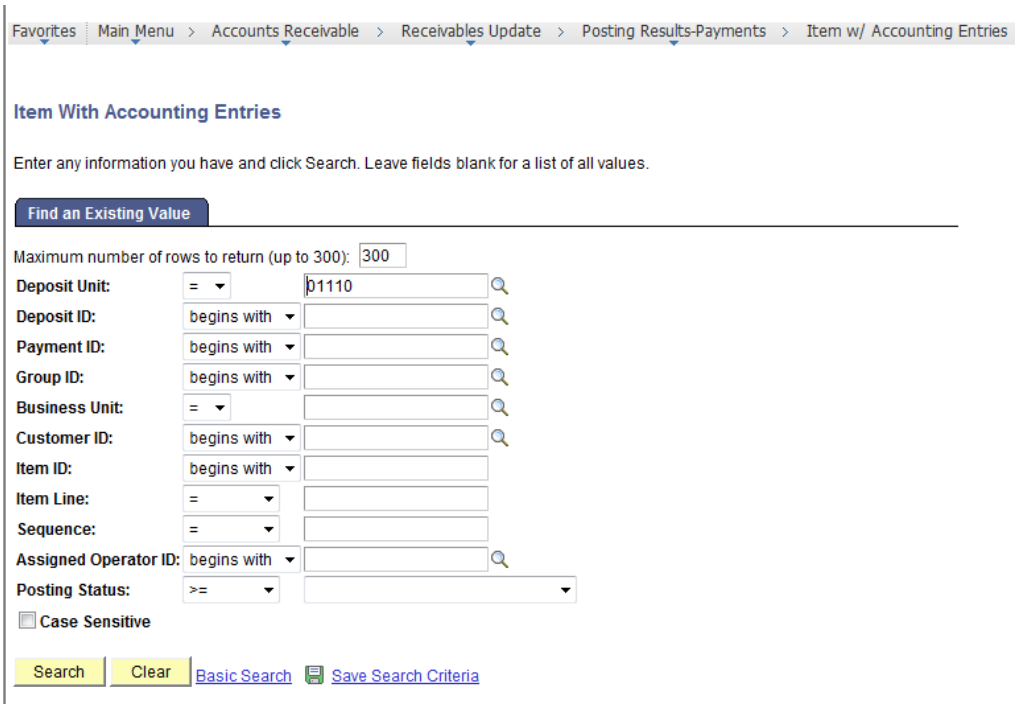
REVIEW POSTING RESULTS-PENDING ITEMS IS COMPLETE

Review Posting Results-Payments

Possible situations when this function is used: Review Posting Results-Payments can be used to check status of payments once ARUPDATE runs overnight.

Navigation: Accounts Receivable> Receivable Update> Posting Results-Payments> Items w/Accounting Entries

Item with Accounting Entries page is displays



You can search using all or some of the fields listed above. In this **example** we know the Deposit #.

Deposit Unit

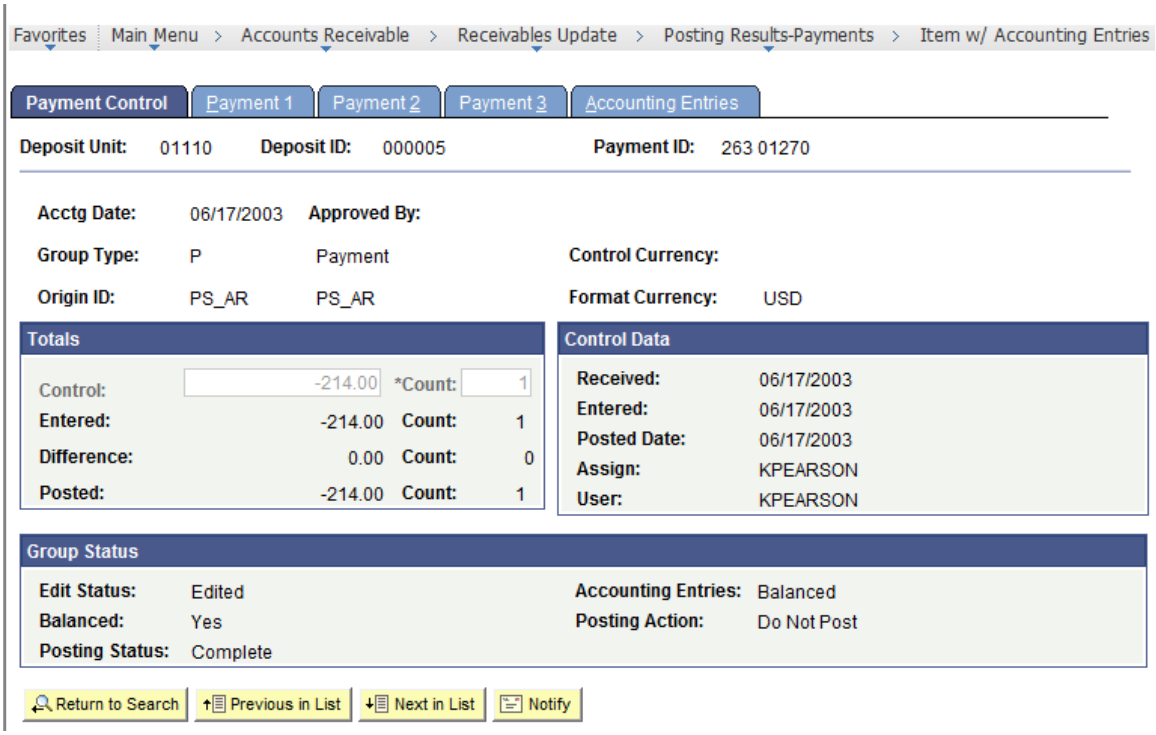
- Leave as default **or**
- Enter the appropriate deposit unit

Deposit Id

- Enter appropriate deposit id

Click the search button

Payment control page displays.



- **Edit Status –** Edited
- **Balanced –** Yes
- **Posting Status**
  - Complete (payment posted to customer account with no errors.)
  - Error (payment is in error click on the payment 1 tab and click the error info button to find what the error message is. To correct error navigate to Correct Posting Errors: Accounts Receivable > Receivables Update > Correct Posting Errors > Payments
- **Accounting Entries –** Balanced
- **Posting Action -** Do not Post (once a payment posts to customer account the posting Action changes from Batch Standard to Do not Post)

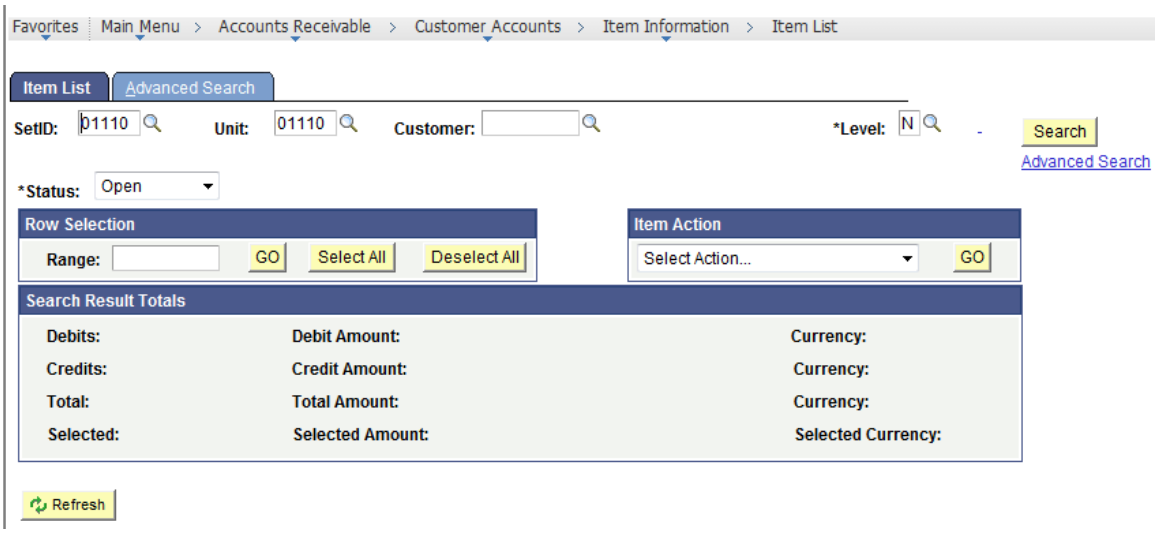
REVIEW POSTING RESULTS-PAYMENTS IS COMPLETE

Review Item List

Possible situations when this function is used: Review Item information in several statuses.

Navigation: Accounts Receivable> Customer Accounts> Item Information> Item List

Item List page is displayed.



SetID

- Enter valid value **or**
- Select value

Unit

- Enter valid value **or**
- Select value

Customer

- Enter valid value **or**
- Select value

Status

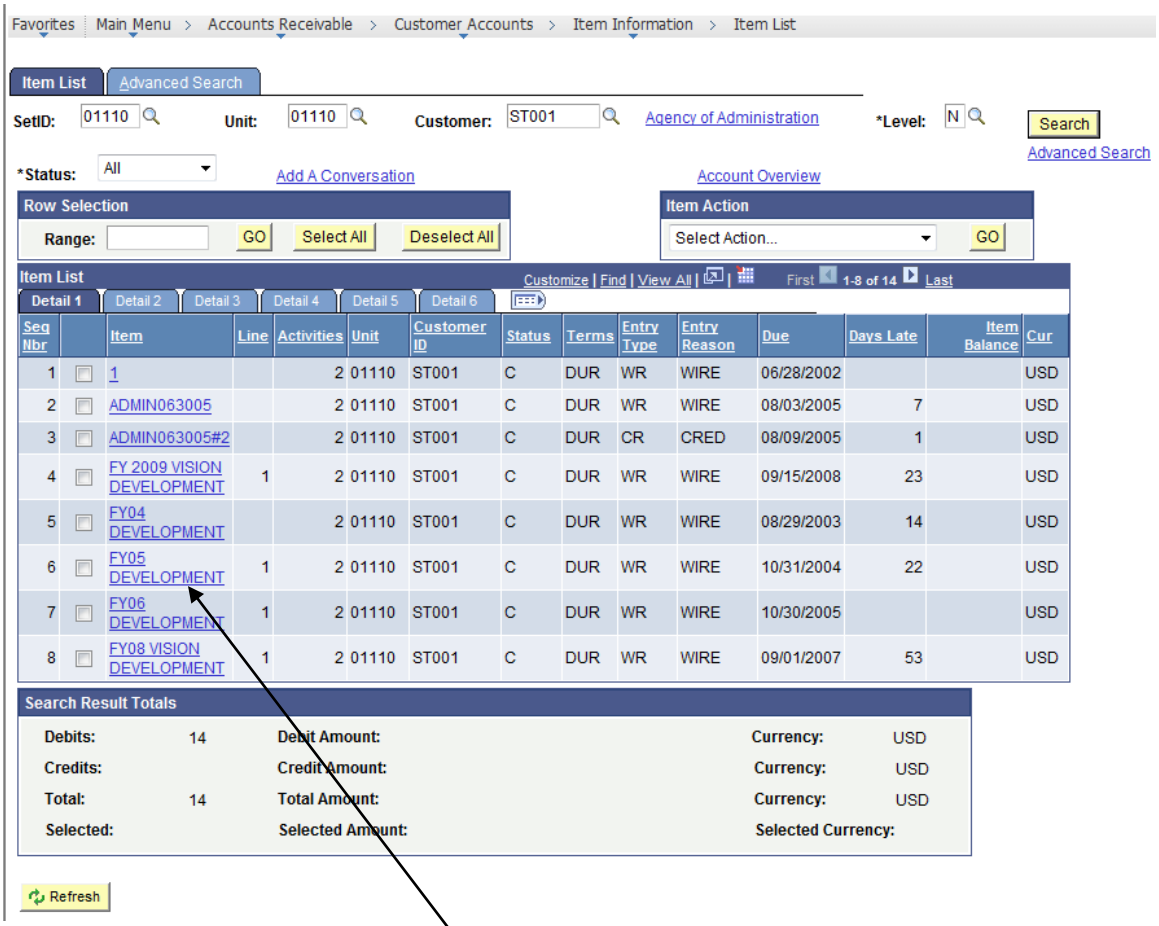
- Defaults as Open – Depending on what information you are looking for choose a valid value – All, Closed, Collection, Deduction, Dispute, Doubtful, Last Conv, and Past due

Item Action

- Defaults as Select action accept default **or**
- Choose a valid value

For this example the Status of All is chosen.

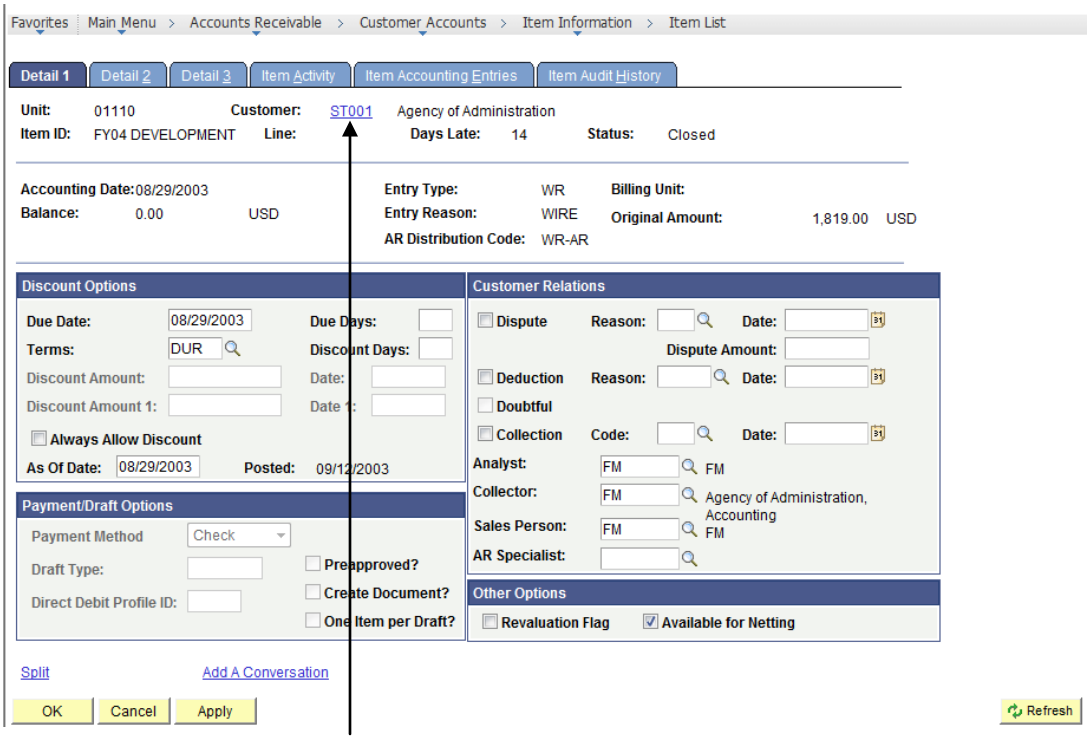
Click Search Button



Item List page is displayed

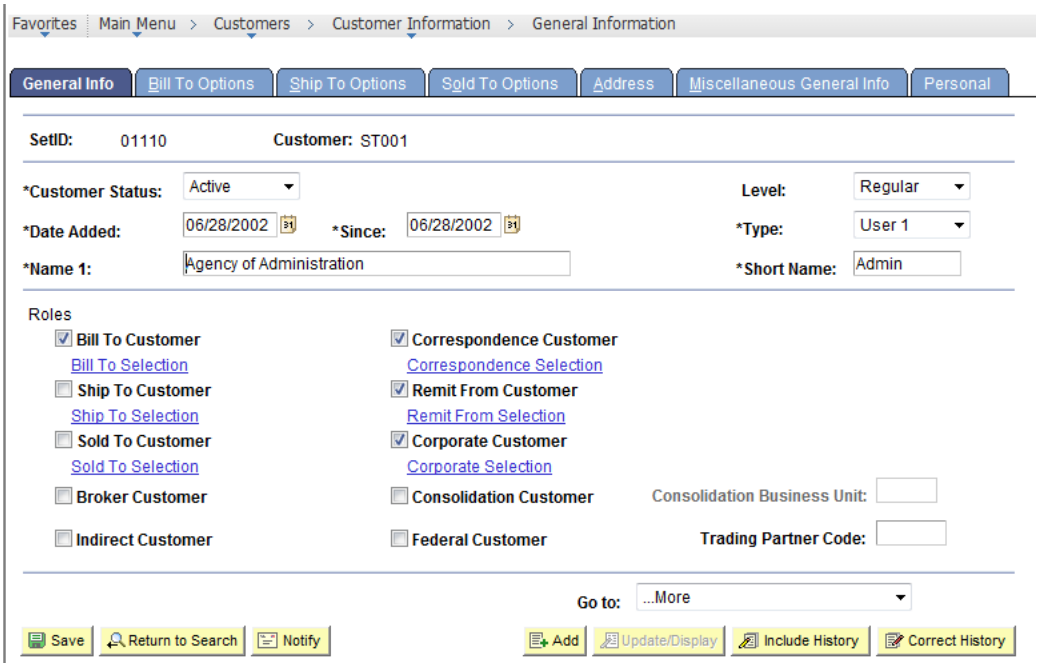
By clicking on any of the hyperlinks you can drill down to a new page. A component page will display see example below:

Component page is displayed.



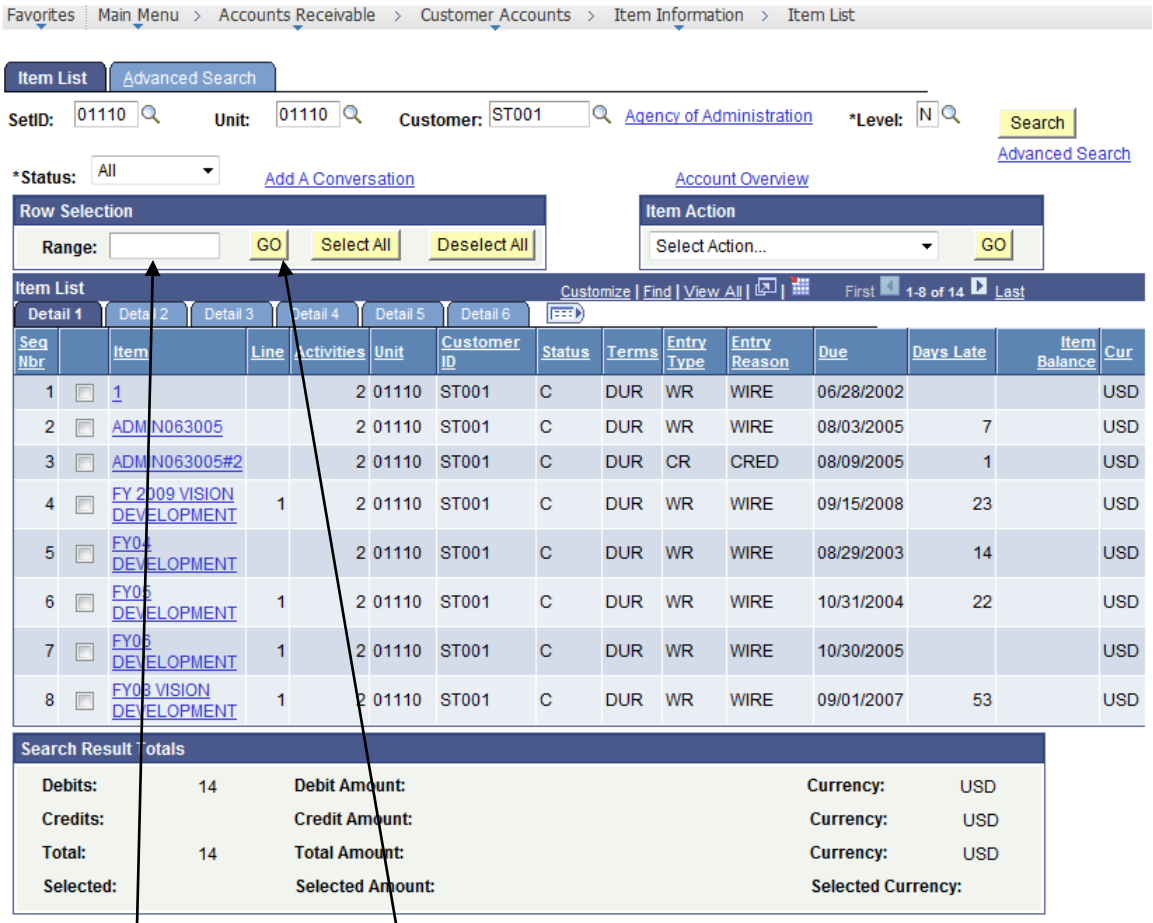
By clicking on customer Hyperlink will drill down to the customer address. See example below:

Customer component page is displayed in a new window.



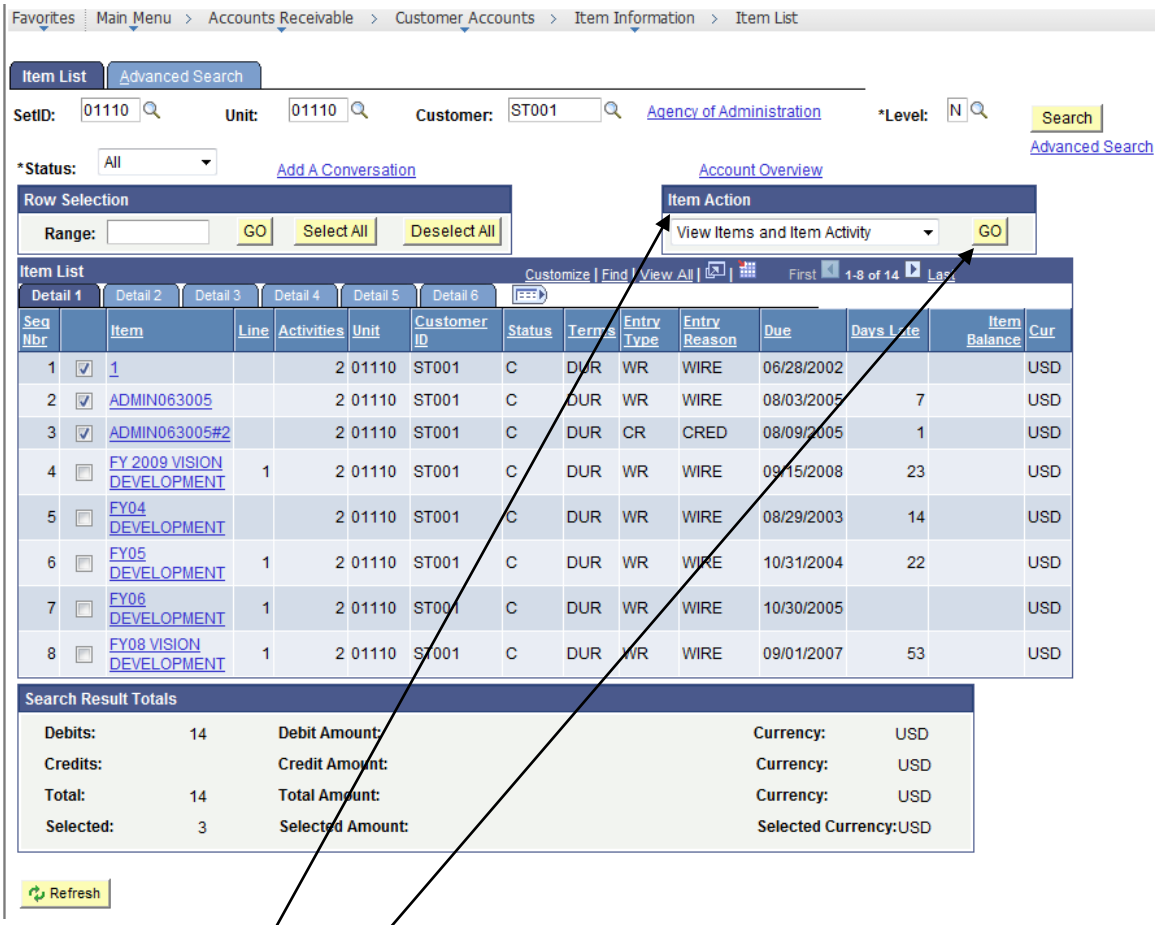
In order to get back to the Item list page navigate back to item list,

Navigation: Accounts Receivable> Customer Accounts> Item Information> Item List



Item list page is displayed. To look at activity for more than one item at a time you can select a range of lines: for example: **in the Row selection Range field enter 1-3 and click GO**

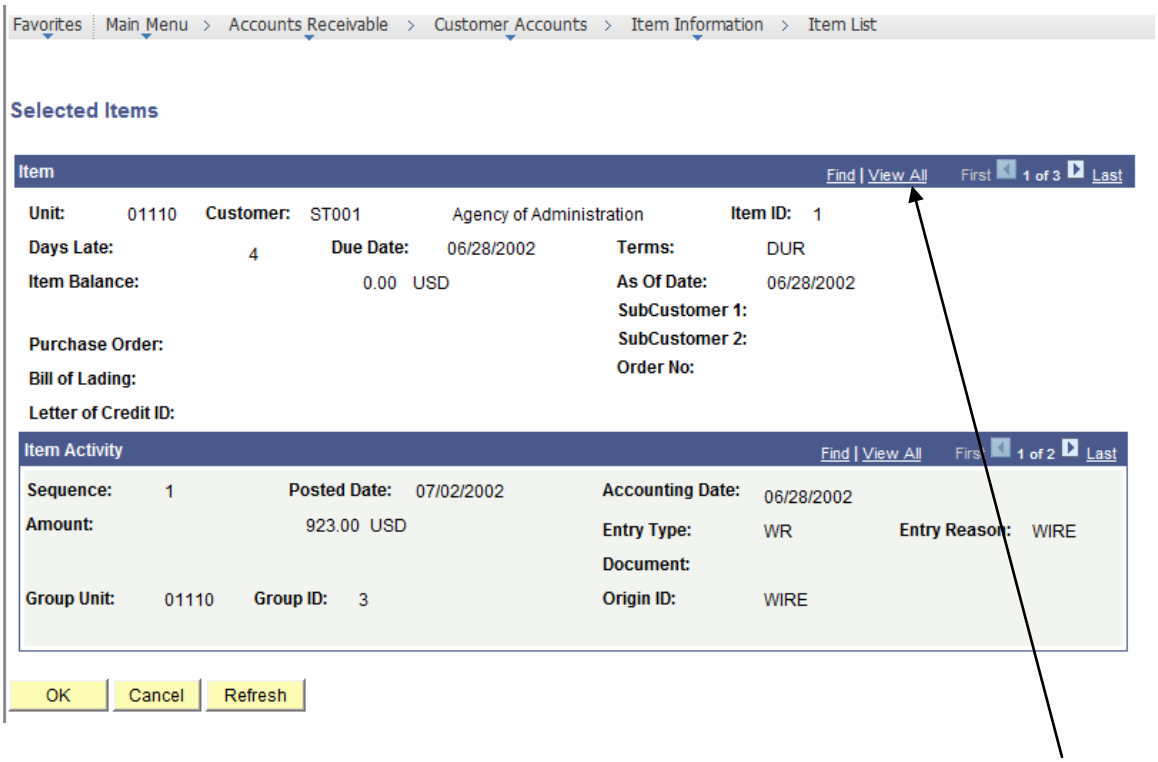
Page is displayed with lines 1-3 selected.



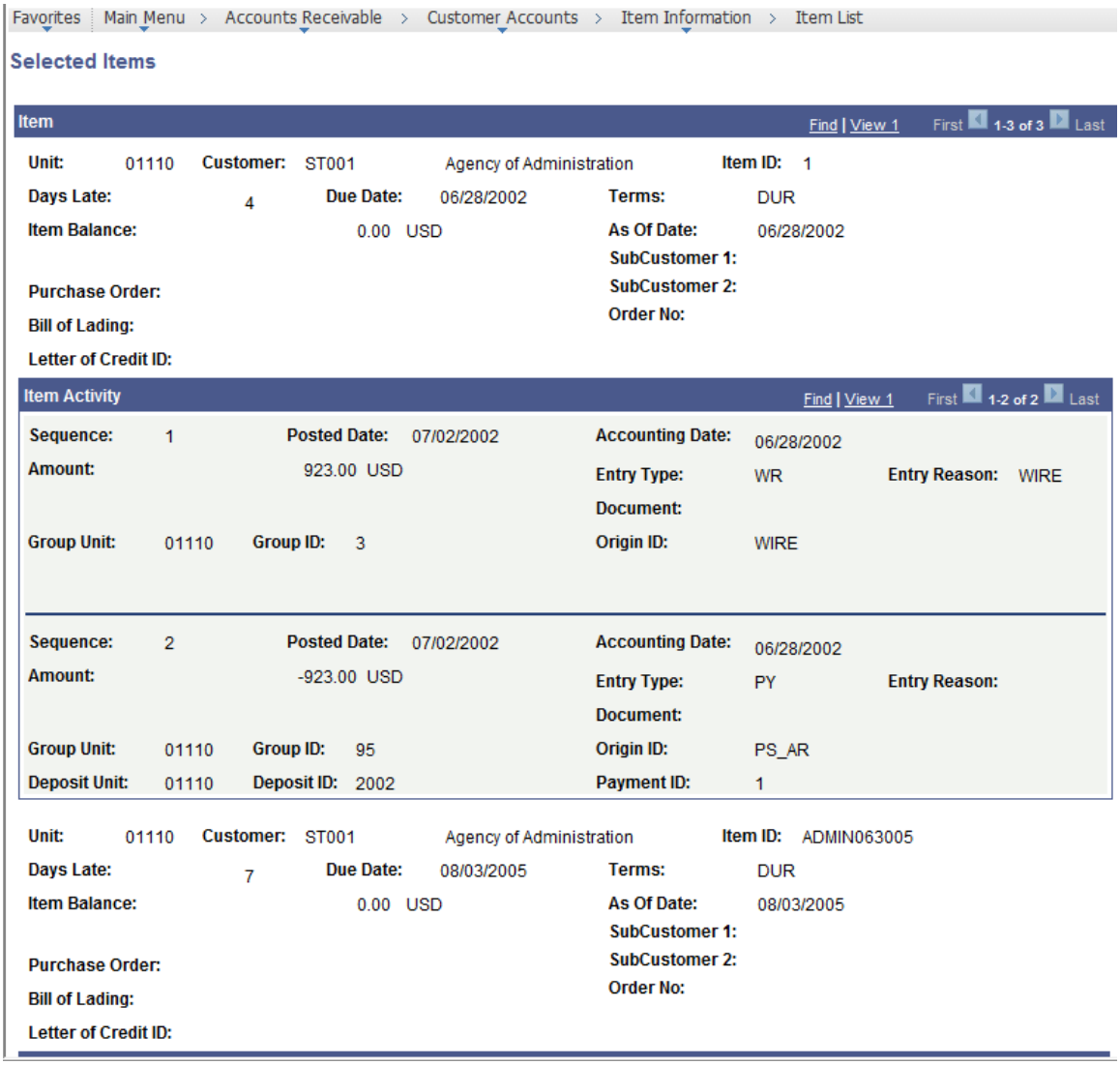
To select all lines click on the Select All button, to deselect all, click on the Deselect all button.

Now that you have the lines selected, to view the activity for those lines, in the Item Action section of page drop down and select **View Items and Item Activity**

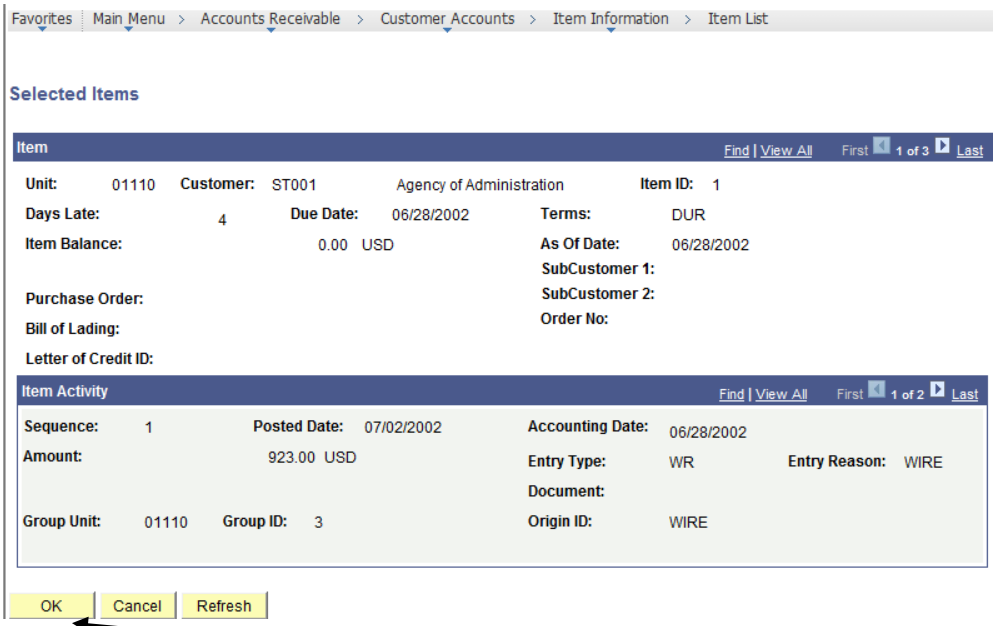
Click GO



Selected Items page is displayed. To view all selected items click on the view all link.

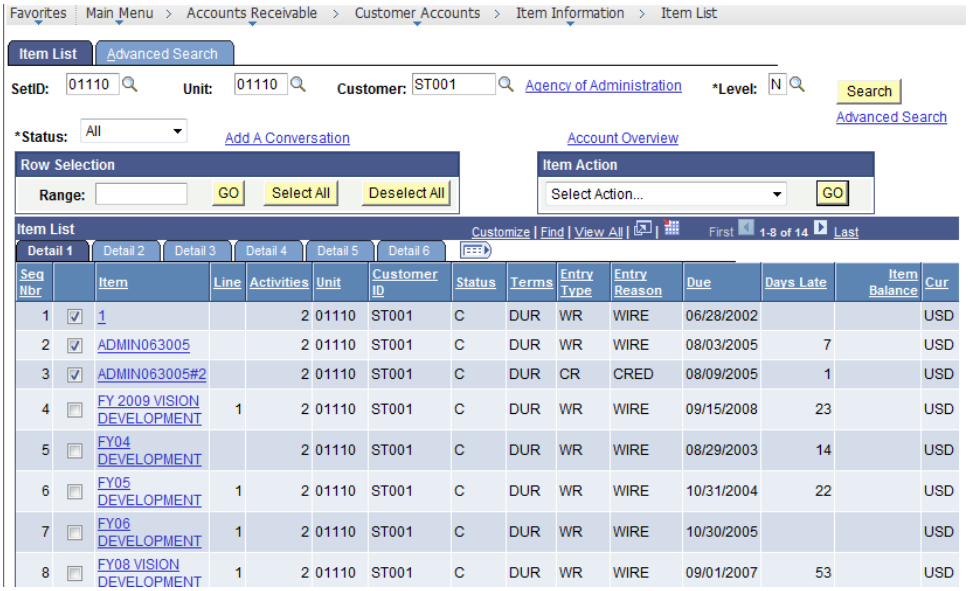


By using the scroll bar will allow you to view all three items that were selected. If you want to drill down to the payment for each line click on the View all link for each line will drill down further to the payment line where you can view both pending group and payment. See Screen shot below:



This page shows the pending group as well as the payment including deposit #.
To go back to the Item List page **click the OK Button**.

Item list page is displayed.



Seq Nbr		Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	☑	1		2	01110	ST001	C	DUR	WR	WIRE	06/28/2002			USD
2	☑	ADMIN063005		2	01110	ST001	C	DUR	WR	WIRE	08/03/2005	7		USD
3	☑	ADMIN063005#2		2	01110	ST001	C	DUR	CR	CRED	08/09/2005	1		USD
4	☐	FY 2009 VISION DEVELOPMENT	1	2	01110	ST001	C	DUR	WR	WIRE	09/15/2008	23		USD
5	☐	FY04 DEVELOPMENT		2	01110	ST001	C	DUR	WR	WIRE	08/29/2003	14		USD
6	☐	FY05 DEVELOPMENT	1	2	01110	ST001	C	DUR	WR	WIRE	10/31/2004	22		USD
7	☐	FY06 DEVELOPMENT	1	2	01110	ST001	C	DUR	WR	WIRE	10/30/2005			USD
8	☐	FY08 VISION DEVELOPMENT	1	2	01110	ST001	C	DUR	WR	WIRE	09/01/2007	53		USD

Most of the review pages drill down in many ways. Depending on what information you are looking for depends on which review you will find most helpful.

ITEM LIST IS COMPLETE

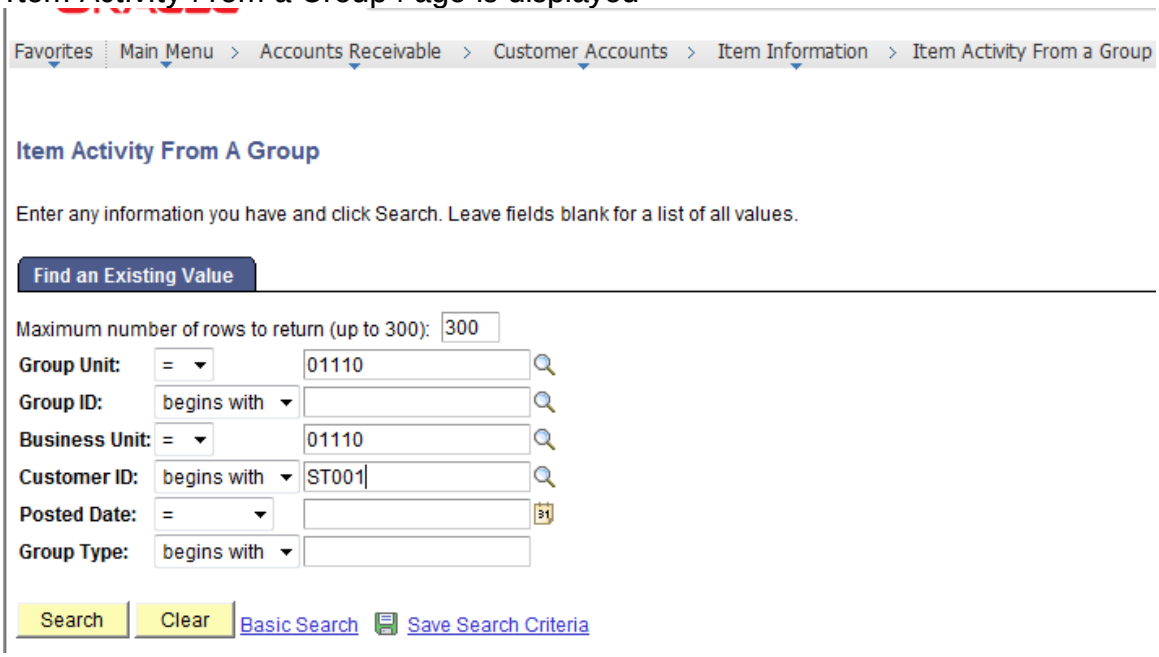
Review Item Activity From a Group

Possible situations when this function is used: View activity for all items in a group.

Navigation: Accounts Receivable> Customer Accounts> Item Information> Item Activity From a Group

Item Information page displays select Item Activity Form a Group

Item Activity From a Group Page is displayed



Group Unit

- Accept Default or
- Enter/Select Valid value

Group ID

- Enter Group # or
- Leave Blank

Business Unit

- Accept Default or
- Enter/Select Valid value

Customer ID

- Enter/Select Valid value or
- Leave Blank

Posted Date

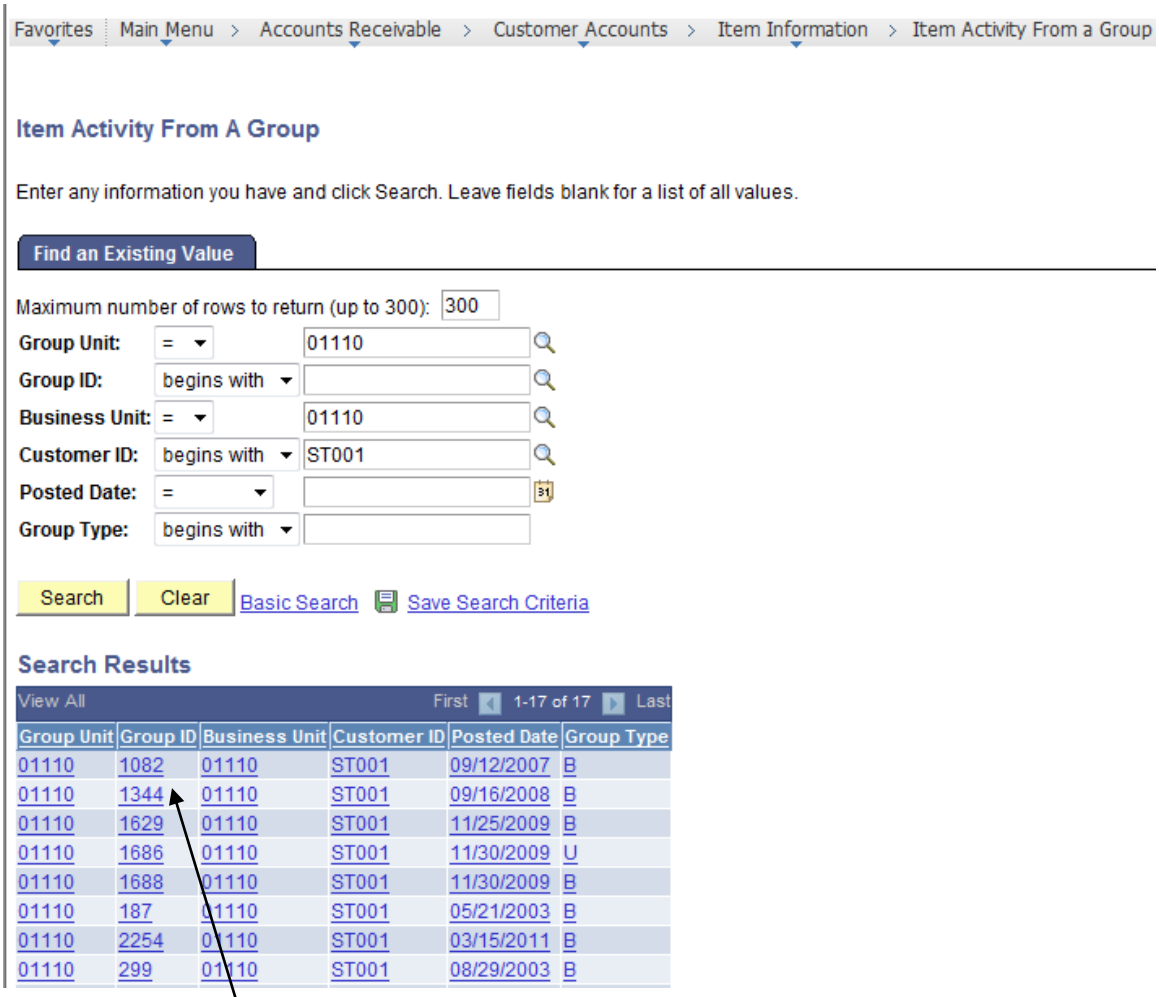
- Enter Valid Value or
- Leave blank

Group Type

- Leave Blank (B- Billing)

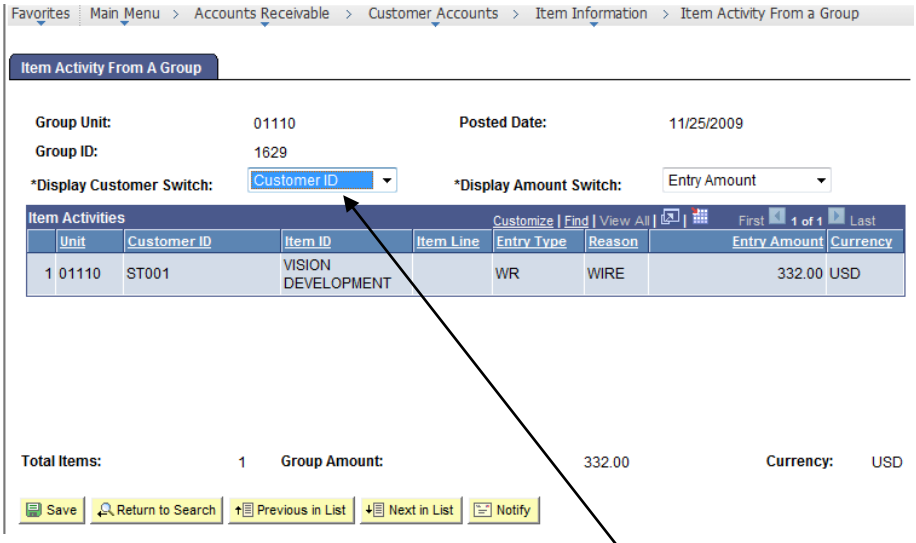
Click the Search Button

Search Results for Item Activity From a Group page is displayed.

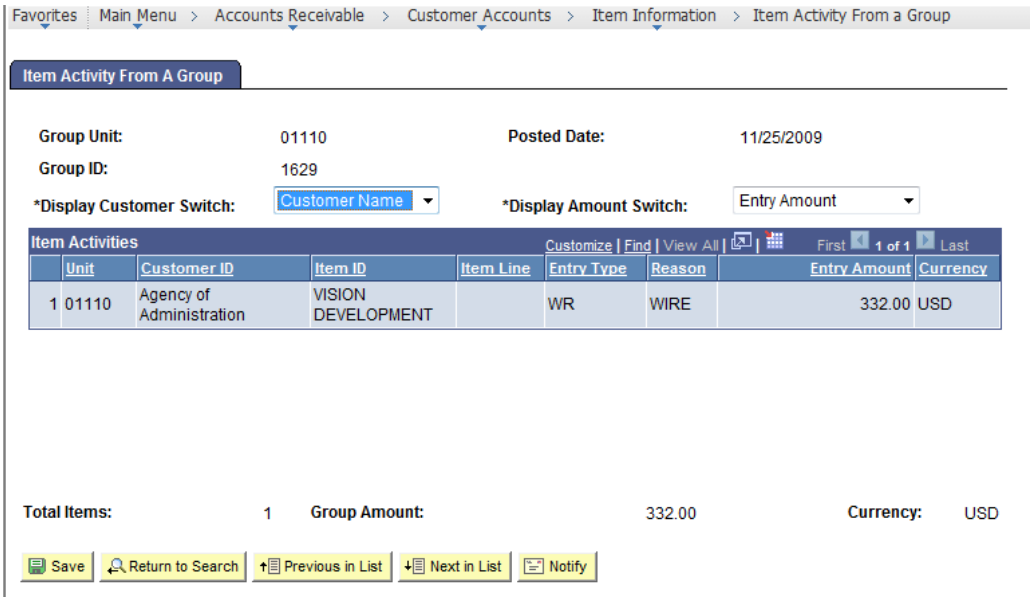


Click on group you want to view

Item Activity From A Group page is displayed



Click on the Drop down field for Display Customer Switch and select Customer Name



Page is displayed with customers name vs customer Id.

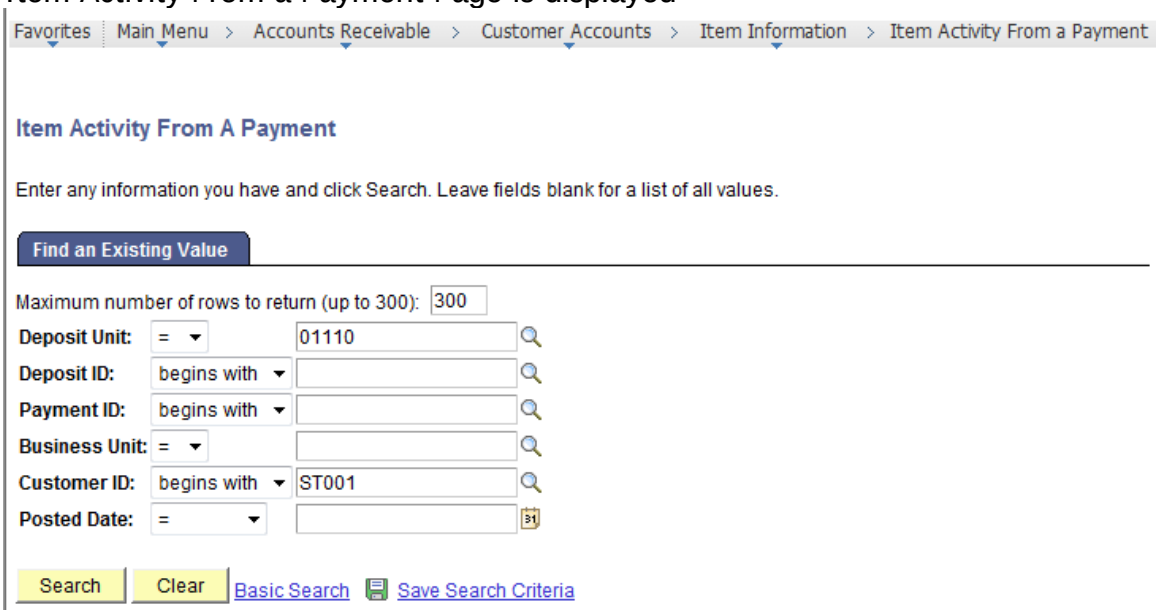
ITEM ACTIVITY FROM A GROUP IS COMPLETE

Review Item Activity From a Customer Payment

Possible situations when this function is used: View items that were paid by a payment after the Receivable Update process (ARUPDATE) processed the payment. Once the payment has been posted, you cannot return to the payment worksheet to view how it was applied.

Navigation: Accounts Receivable> Customer Accounts> Item Information> Item Activity From a Payment

Item Activity From a Payment Page is displayed



Deposit Unit

- Accept Default or
- Enter/Select Valid value

Deposit ID

- Enter Group # or
- Leave Blank

Business Unit

- Accept Default or
- Enter/Select Valid value

Customer ID

- Enter/Select Valid value or
- Leave Blank

Posted Date

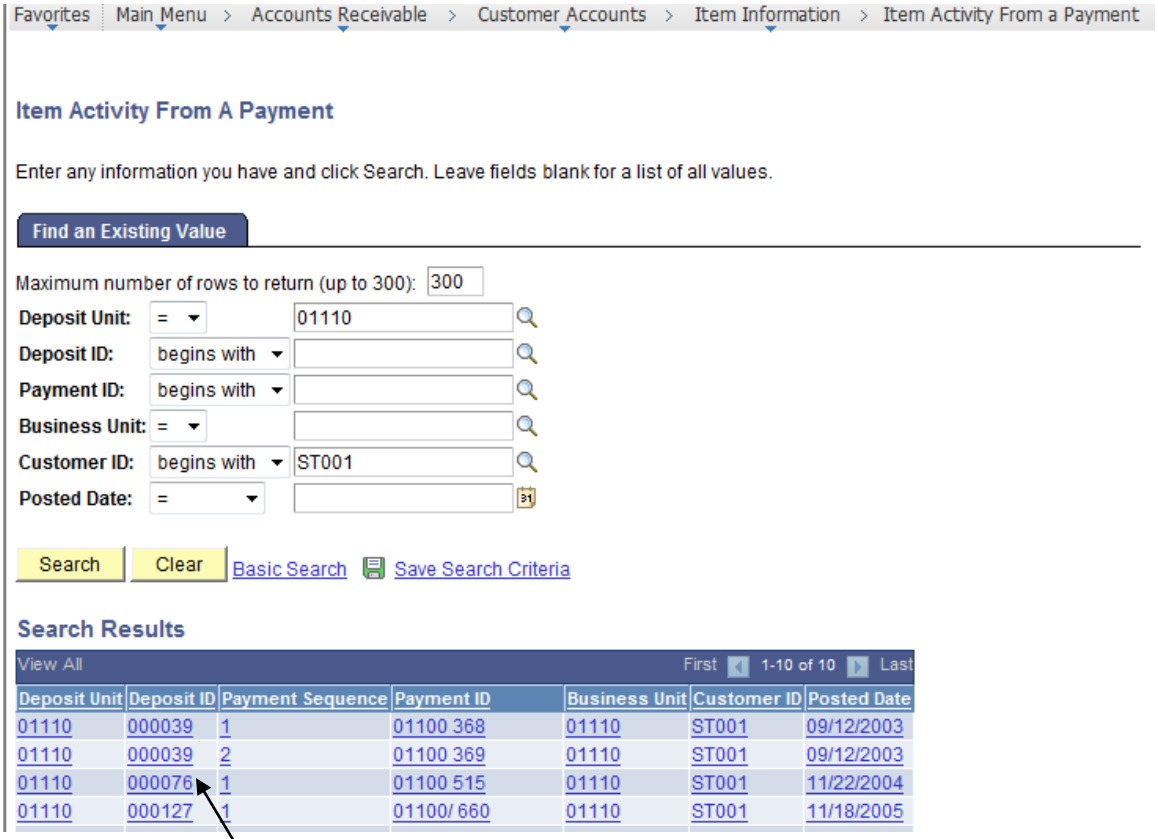
- Enter Valid Value or
- Leave blank

Group Type

- Leave Blank (B- Billing)

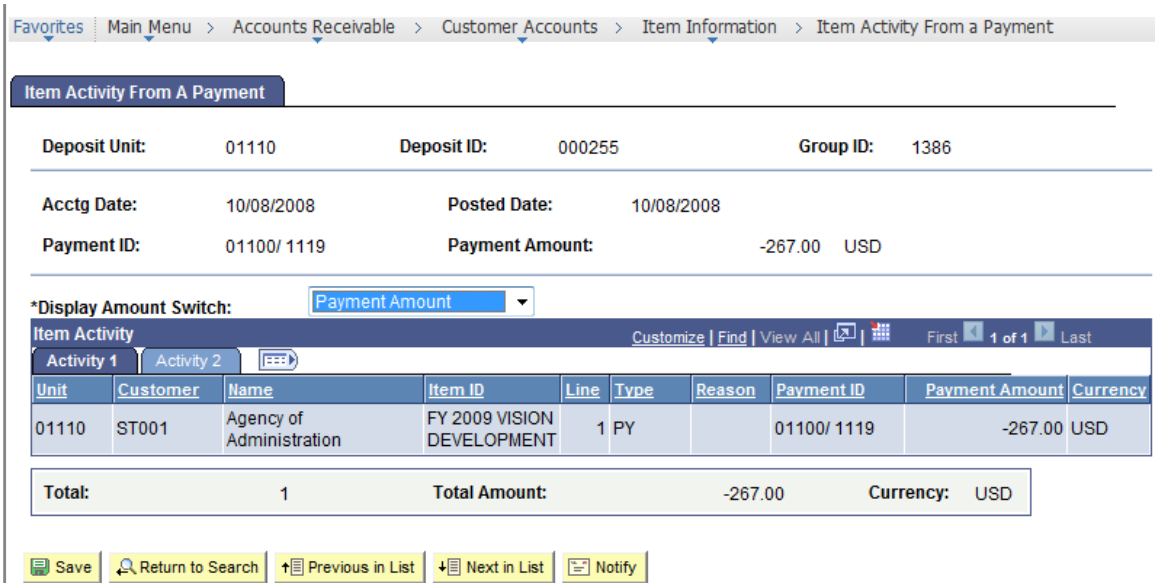
Click the Search Button

Search Results for Item Activity From a Payment page is displayed.



Click on Deposit you want to view

Item Activity From A Payment is displayed



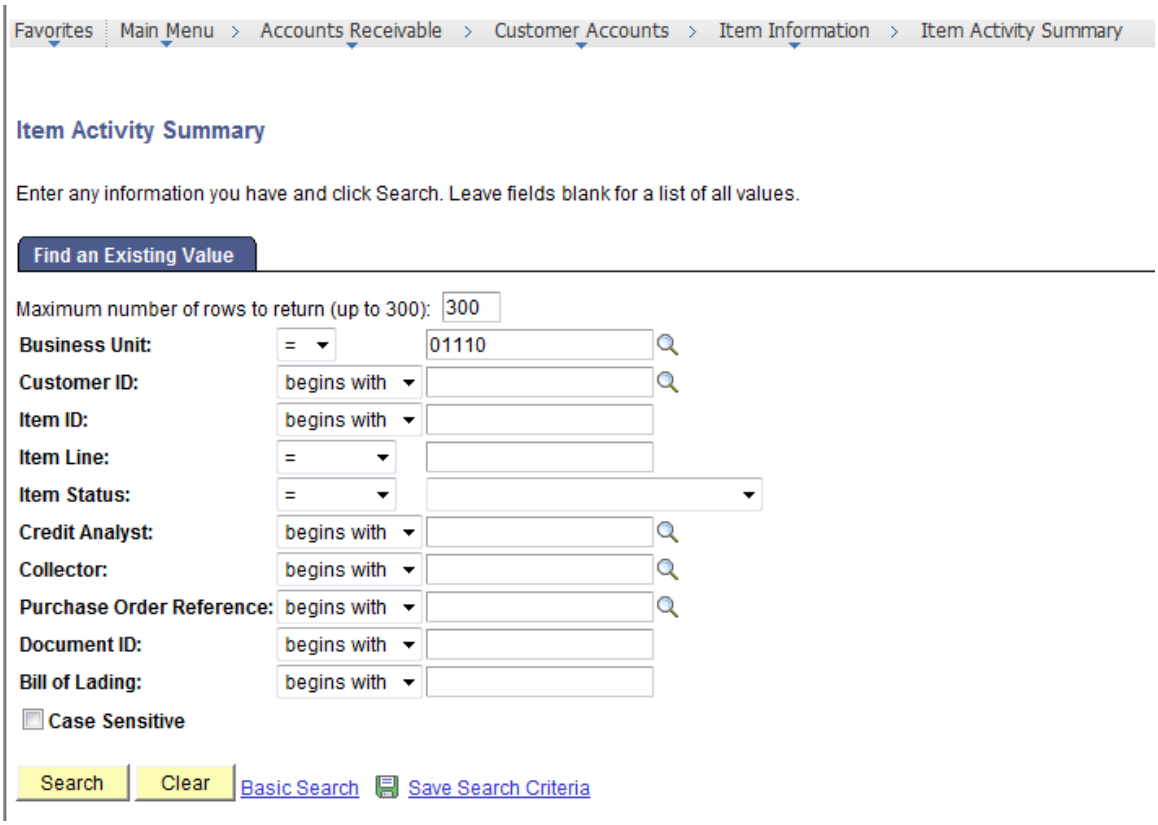
ITEM ACTIVITY FROM A PAYENT IS COMPLETE

Review Item Activity Summary

Possible situations when this function is used: View a single-line summary of each item-related activity.

Navigation: Accounts Receivable> Customer Accounts> Item Information> Item Activity Summary

Item Information page displays select Item Activity Summary



Item Activity Summary Page is displayed

Business Unit

- Accept Default or
- Enter/Select Valid value

Customer Id

- Enter/Select Valid value or
- Leave Blank

Item ID

- Enter valid item id or
- Leave blank

Item Line

- Enter Valid Item Line # or
- Leave blank

Item Status

- Choose either Open or close from drop down or
- Leave blank

Credit Analyst

- Select valid value or
- Leave blank

Collector

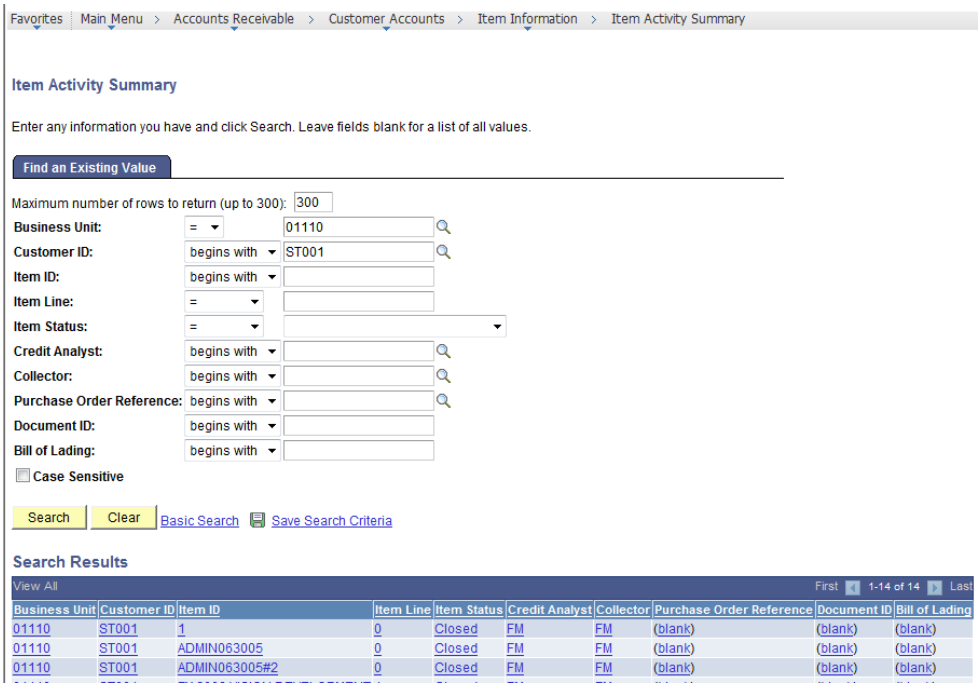
- Select valid value or
- Leave blank

At least one other field besides the Business Unit needs information in it.

The rest of the fields are not used at this time.

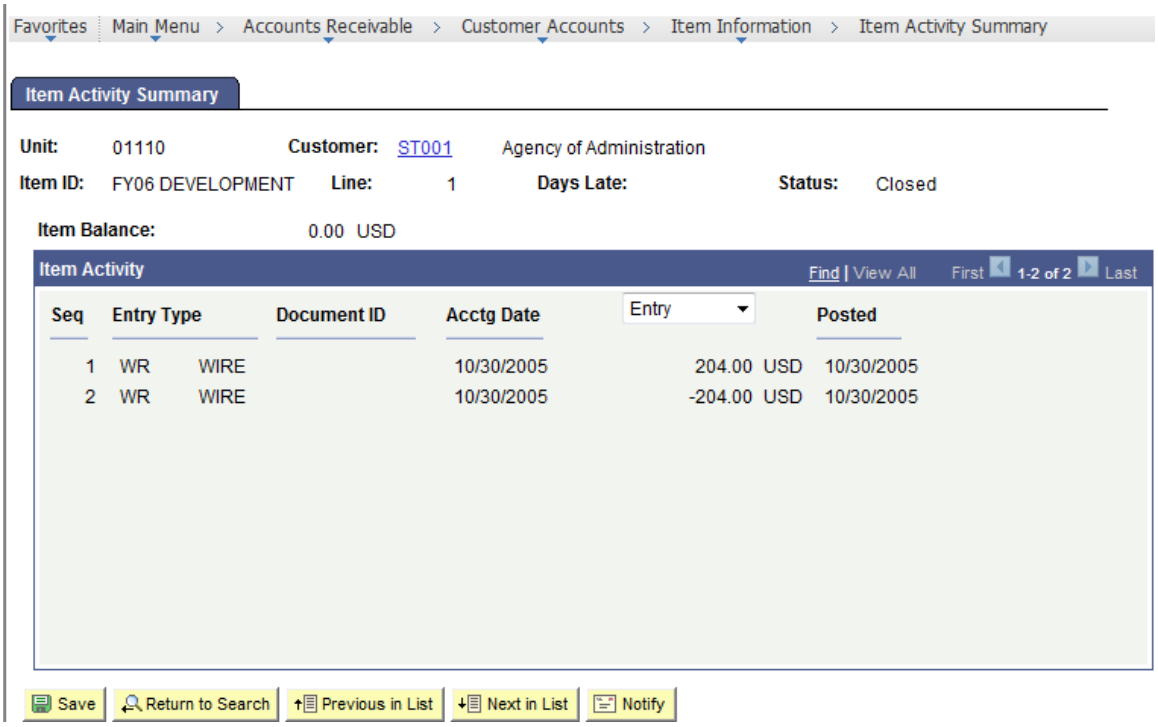
Click the Search Button

Search Results for Item Activity Summary page is displayed.



Click on Item Id you want to view

Item Activity Summary page is displayed.



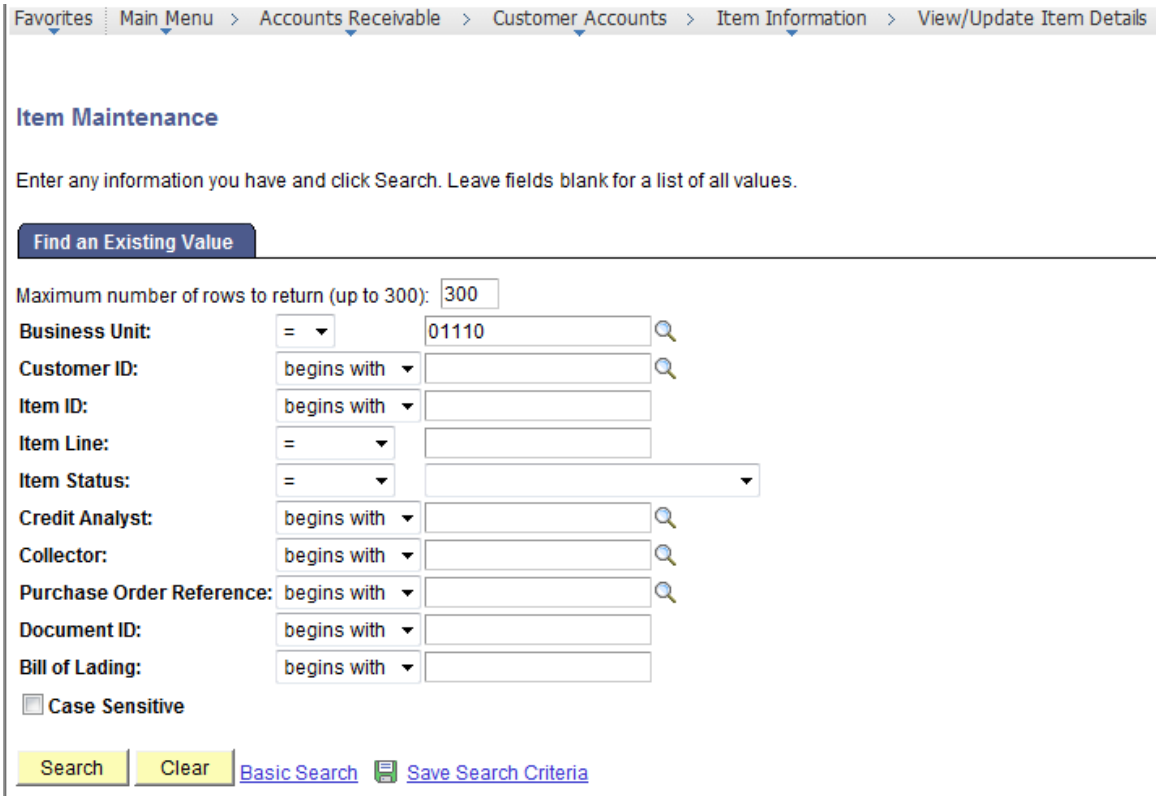
ITEM ACTIVITY SUMMARY IS COMPLETE

View/Update Item Details

Possible situations when this function is used: View an item through Item List. Changes can be made to the Analyst, Collector and Sales Person fields.

Navigation: Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

Item Maintenance Page is displayed.



Enter information in the following fields. The more fields you fill in reduces the return data.

Business Unit

- Accept Default or
- Enter/Select Valid value

Customer ID

- Enter Customer # or
- Select Valid Value

Item Id

- Enter Item ID or
- Leave Blank

Item Line

- Enter Line # or
- Leave Blank

Item Status

- Enter/select Status or
- Leave Blank

Credit Analyst

- Enter/select or
- Leave Blank

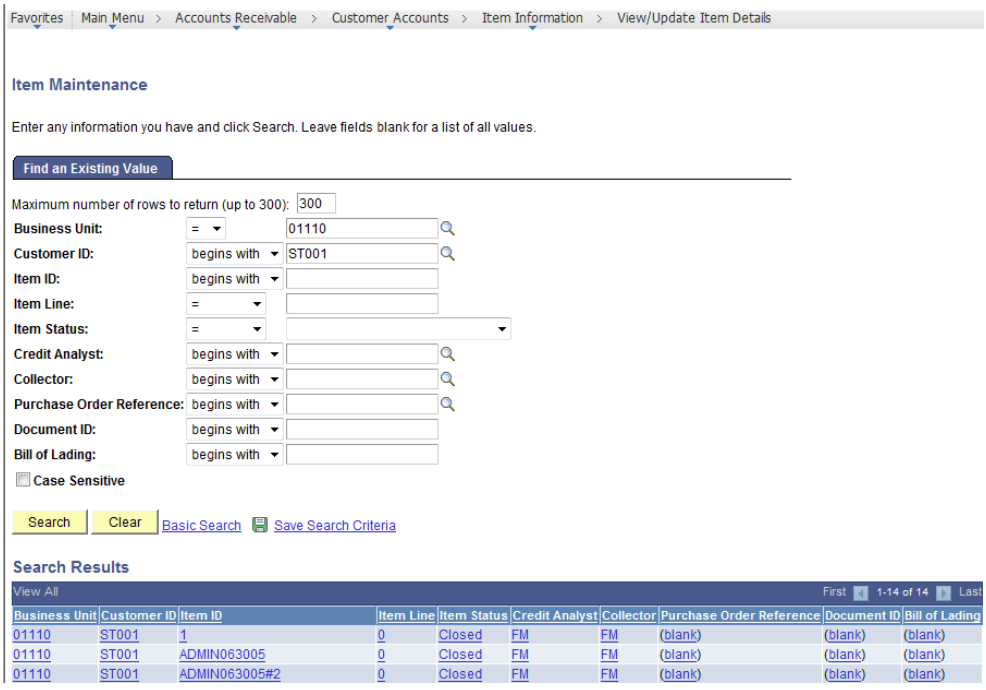
Collector

- Enter/ Select or
- Leave Blank

At least one field other than the Business Unit must be filled in.

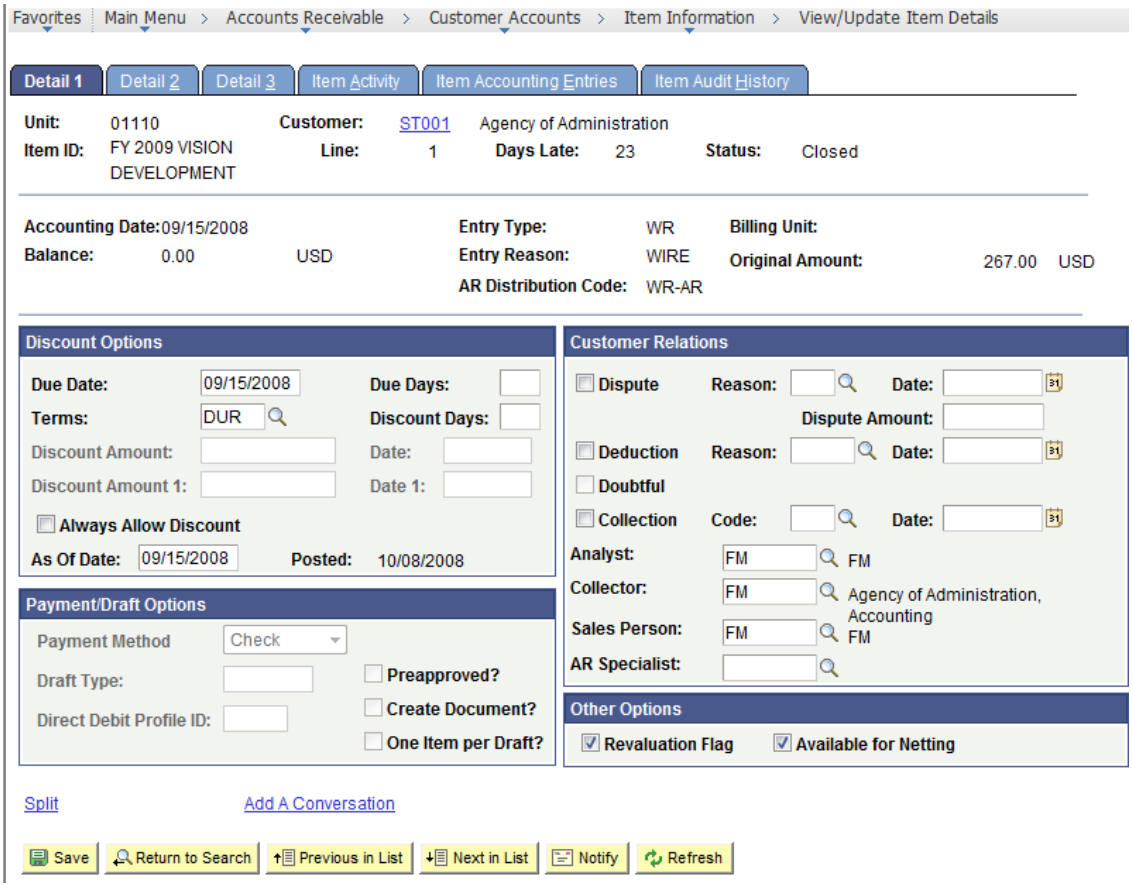
The rest of the fields are not used at this time.

Click the Search Button



Click on Item you want to view/update

Component page is displayed.



Detail 1 tab is the only page that you can make a change to an item. The fields that you can change are: **Analyst, Collector and Sales Person**. To make the change choose a valid value and **Click Save Button**

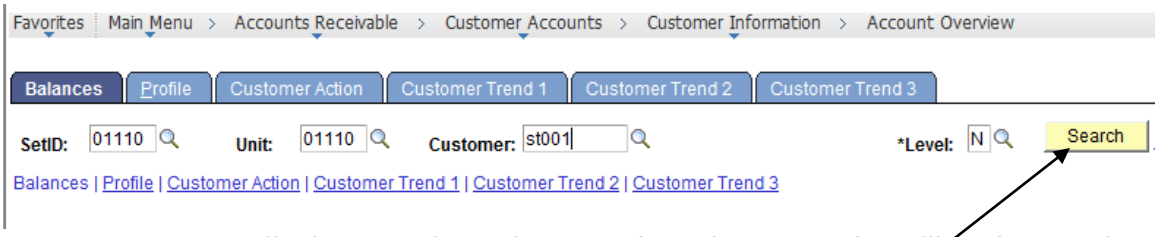
VIEW/UPDATE ITEM DETAILS IS COMPLETE

Customer Account Overview

Possible situations when this function is used: View various customer balances, the most recent item and payment activity. Click hyperlinks to view detailed data. The tabs and hyperlinks most useful are: Tabs: Balances and Profile, hyperlinks: Item ID, Payment and Balance.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Account Overview

Customer Information page displays select Account Overview.



Component page displays on the Balances tab. Balances and Profile tabs are the only tabs with information.

SetId

- Enter the appropriate business unit

Unit

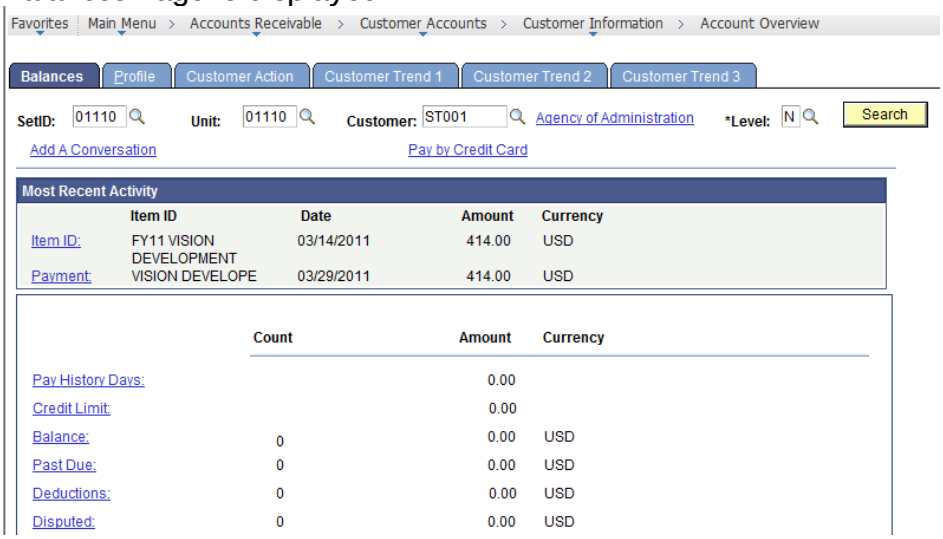
- Enter the appropriate business unit

Customer

- Select valid value from drop down **or**
- Enter valid customer

Click the Search Button

Balances Page is displayed.

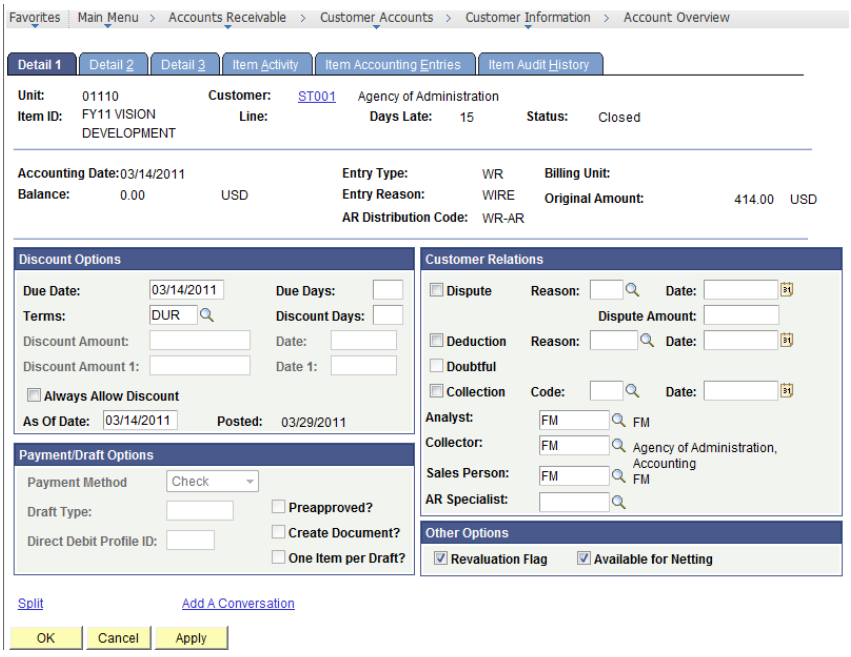


There are several ways to view information on this page depending on what information you are looking for. Clicking on the hyperlinks (example) allows you to drill down to another page.

Most Recent Activity

Click Item ID

- Displays the most recent item for the customer, the item date, and amount. Clicking on the hyperlink will allow you to drill down to another component page for further information. See Example below:



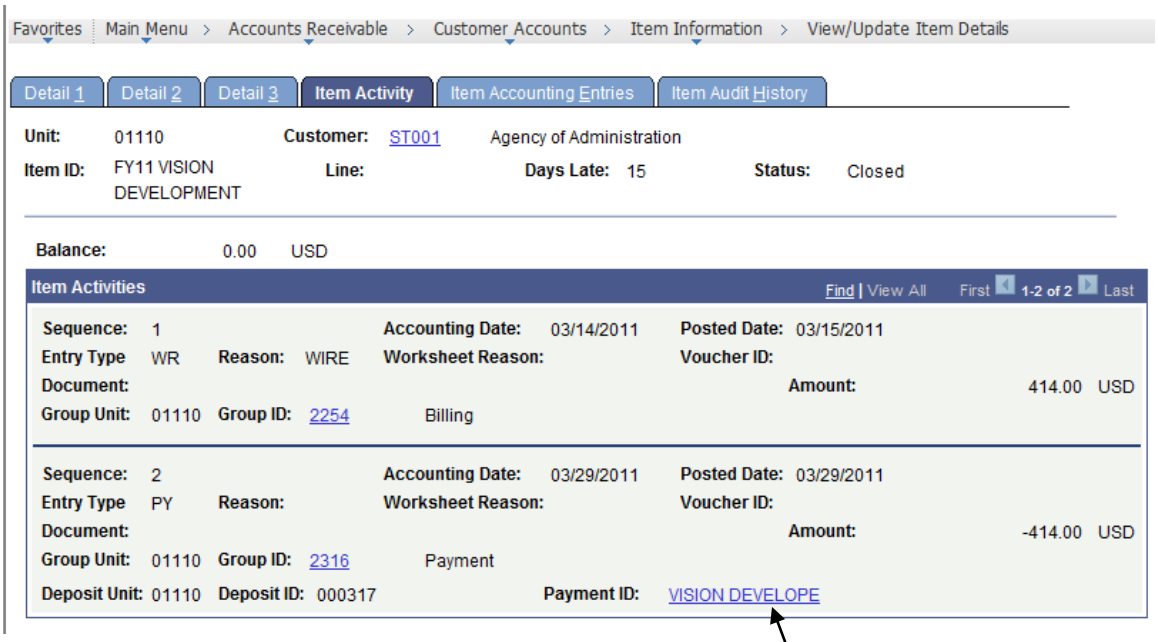
To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

For detailed instructions for this component page see View/Update Item Details.

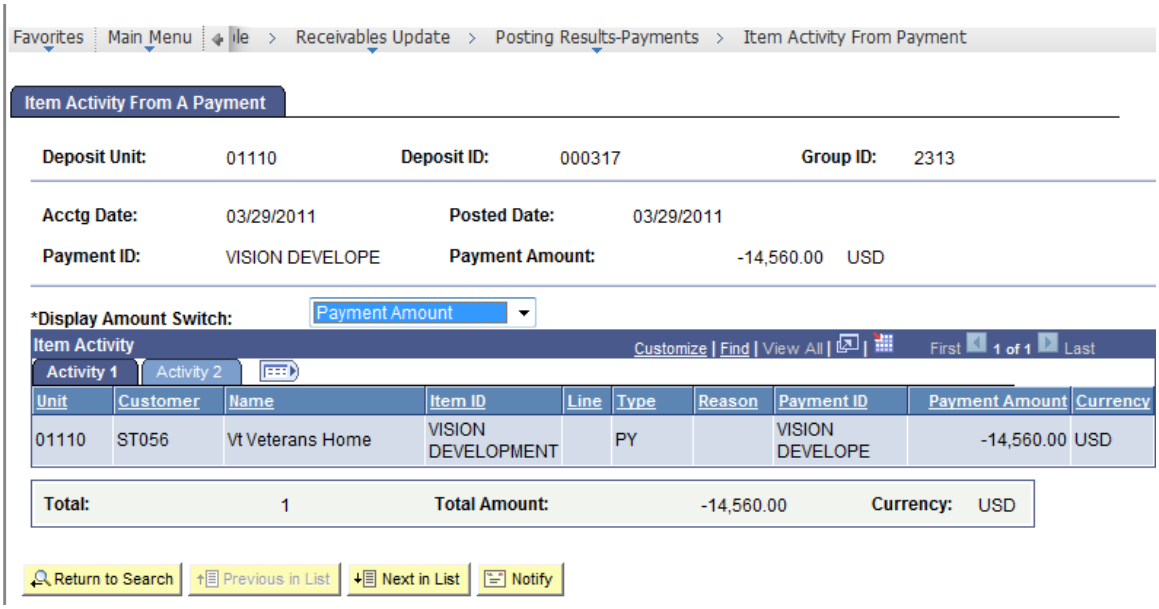
Click on Item Activity tab

Item Activity page is displayed



Payment

- Displays the most recent payment for the customer, the payment date, and amount. Click hyperlink to view a list of items paid by the payment.



To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item Activity From a Payment

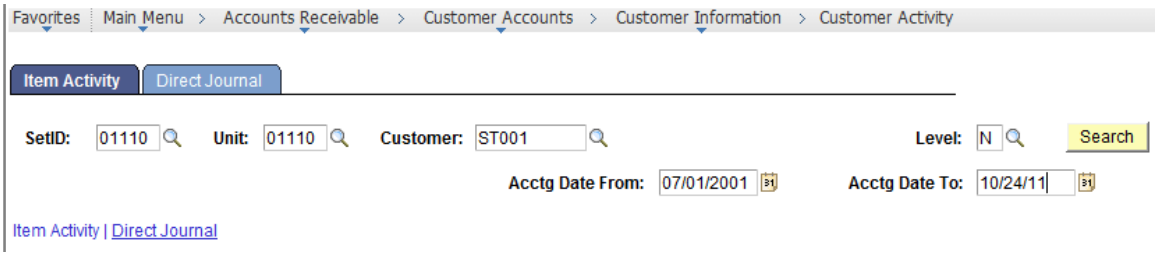
CUSTOMER ACCOUNT OVERVIEW IS COMPLETE

Customer Activity

Possible situations when this function is used: To view customer activity for a specific customer and date range. The system sorts the activities in the Item Activity 1 grid by business unit, customer ID, accounting date, and entry type. Depending on what information you are looking for determines which Activity tab you would view.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Customer Activity

Customer Information page displays select Customer Activity.



Item Activity

SetID
- Enter valid value **or**
- Select value

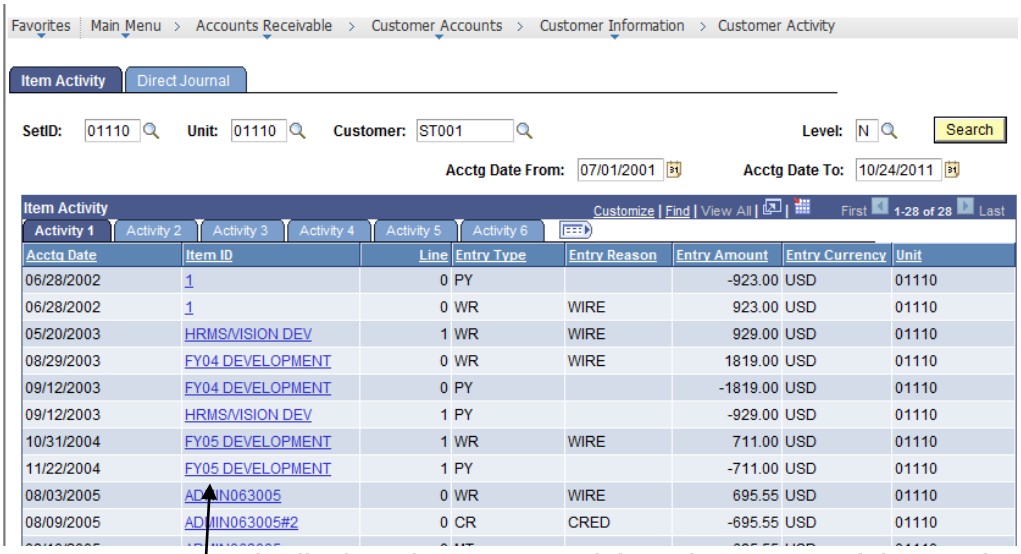
Unit
- Enter valid value **or**
- Select value

Customer
- Enter valid value **or**
- Select value

Acctg Date From
- Enter from date

Acctg Date To
- Enter To date

Click Search Button

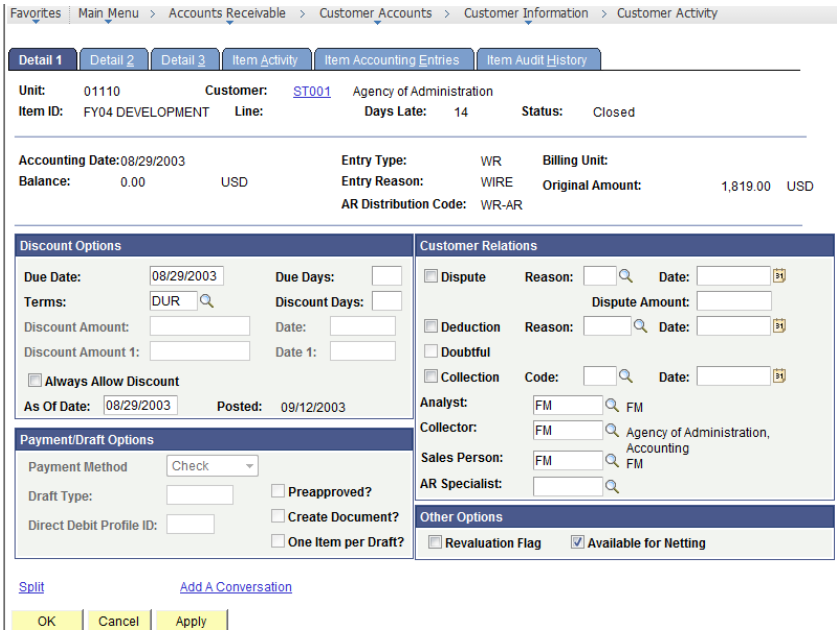


Component page is displayed on Item Activity tab. Item Activity portion of page the Activity 1 tab is displayed.

Activity 1 and 2 tabs allow you to drill down further by clicking on the hyperlinks under the ItemID Column.

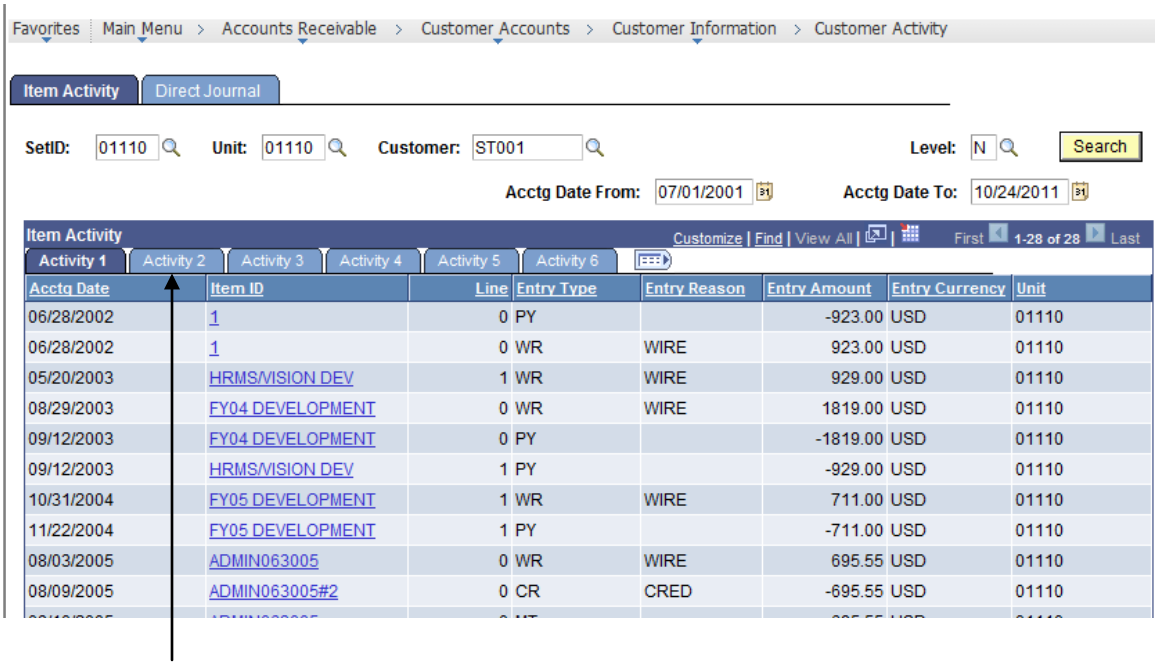
To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details



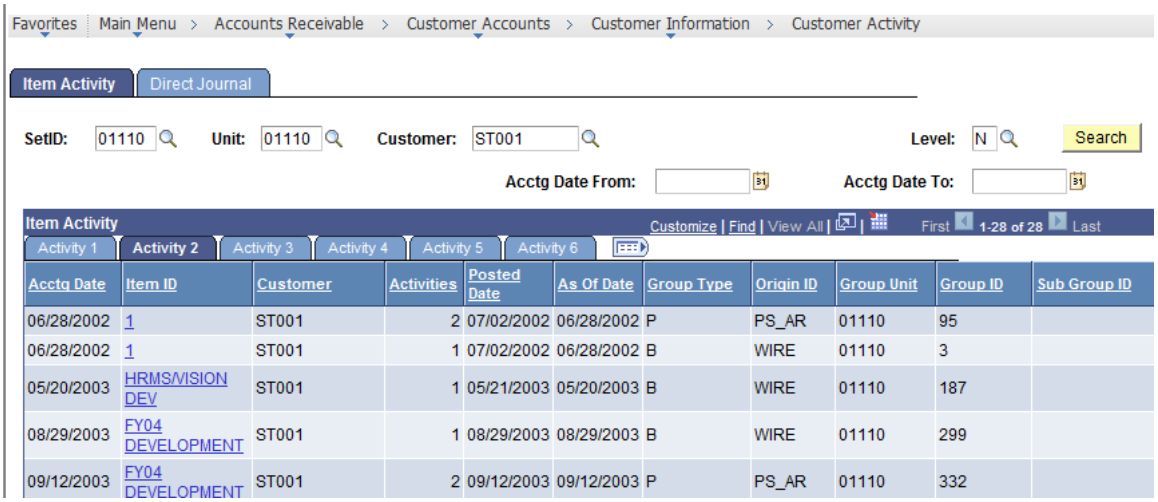
Clicking the Cancel or OK button takes you back to Item Activity page.

Item Activity page is displayed.



Click on Activity 2 tab

Activity 2 page displays



This page displays more information/columns. Depending on the information you are looking for determines which tab you would use.

Activity 2 tab allows you to drill down by clicking on the hyperlinks under the ItemID Column.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

Activity 3 - 6

Pages have various columns that display. All Activity tabs consist of the Item Id column that you can drill down to component page Navigations:

Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

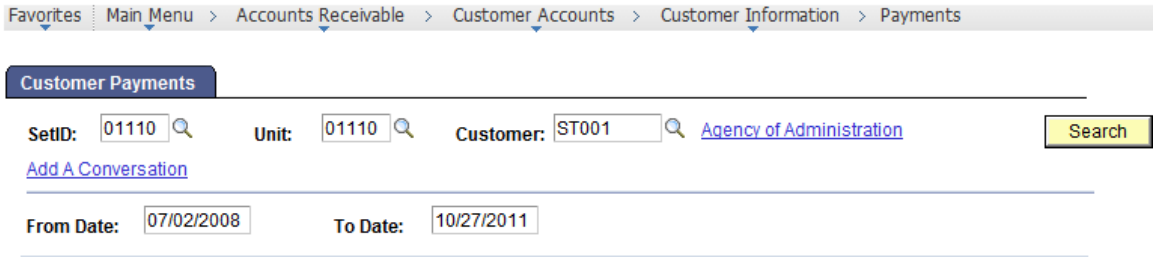
CUSTOMER ACTIVITY IS COMPLETE

Review Customer Payments

Possible situations when this function is used: View customer payments at a high or low level of detail by date range.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Payments

Customer Payments page is displayed.



SetID
- Enter valid value **or**
- Select value

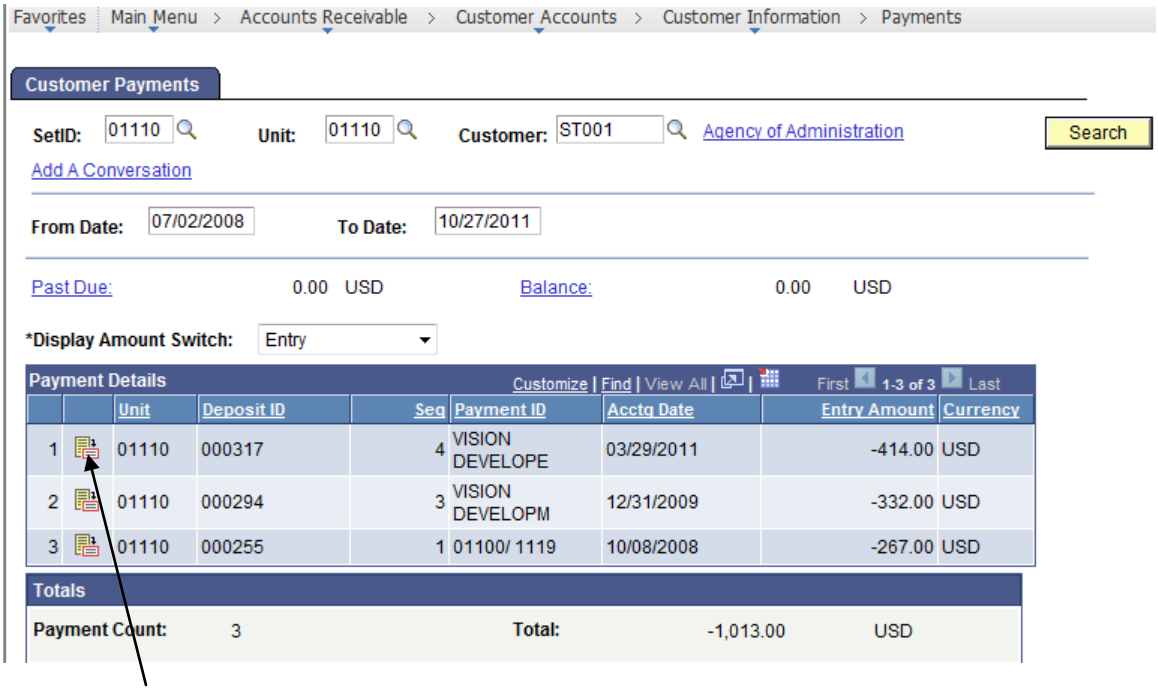
Unit
- Enter valid value **or**
- Select value

Customer
- Enter valid value **or**
- Select value

From Date
- Enter from date

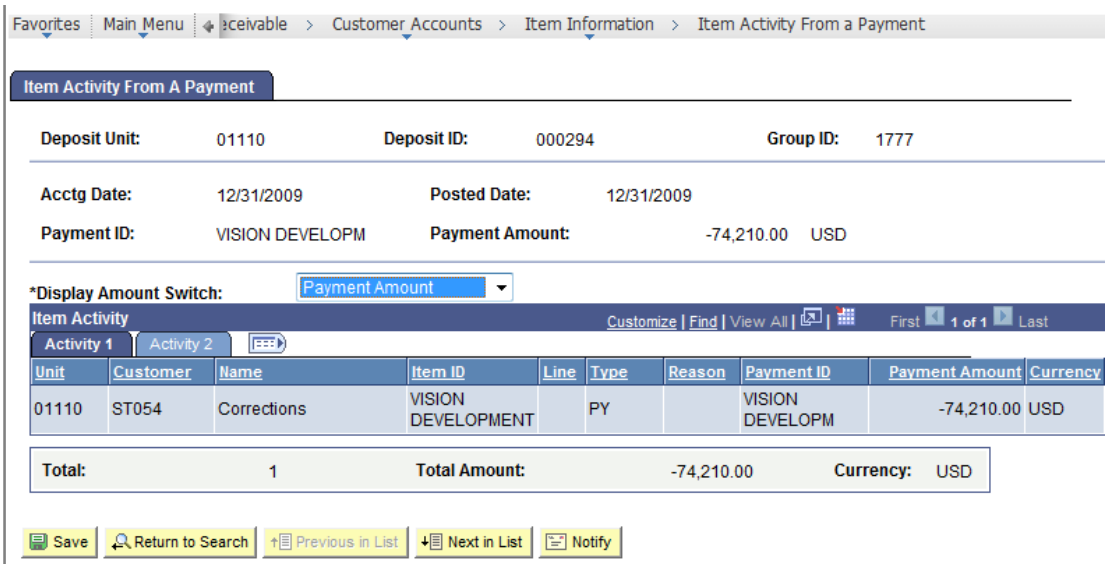
To Date
- Enter To date

Click Search Button



Click on opens a new page and shows you payment information

Item Activity From a Payment page is displayed



To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item Activity From a Payment

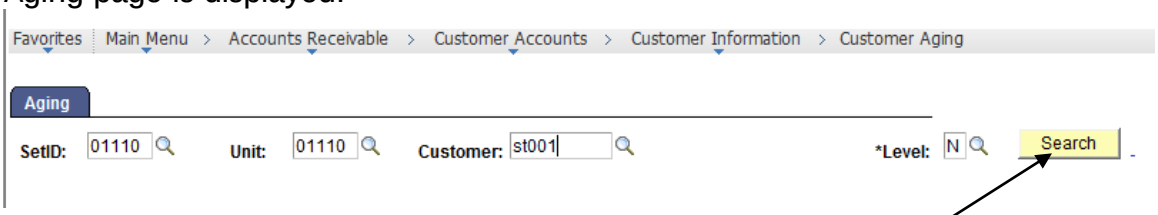
CUSTOMER PAYMENT IS COMPLETE

Review Customer Aging

Possible situations when this function is used: View aged accounts. You must run the Aging process to view information on this page.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Customer Aging

Aging page is displayed.



SetID

- Enter valid value **or**
- Select value

Unit

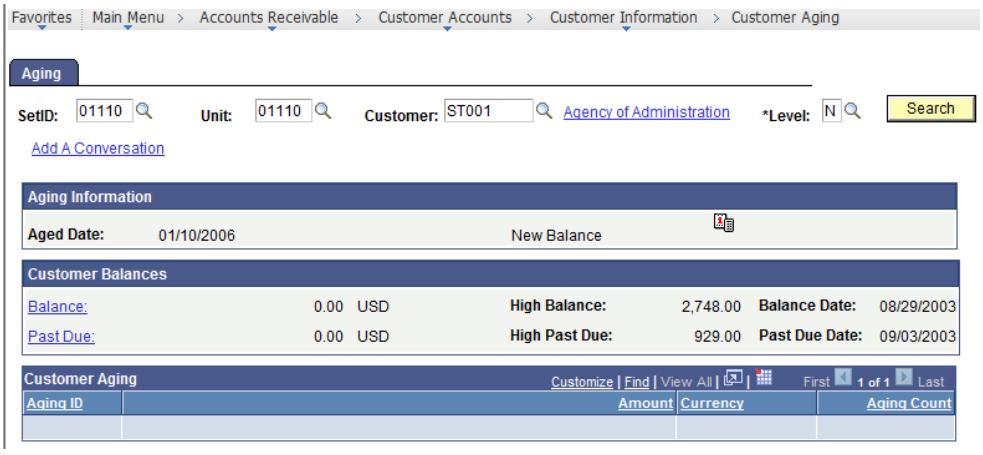
- Enter valid value **or**
- Select value

Customer

- Enter valid value **or**
- Select value

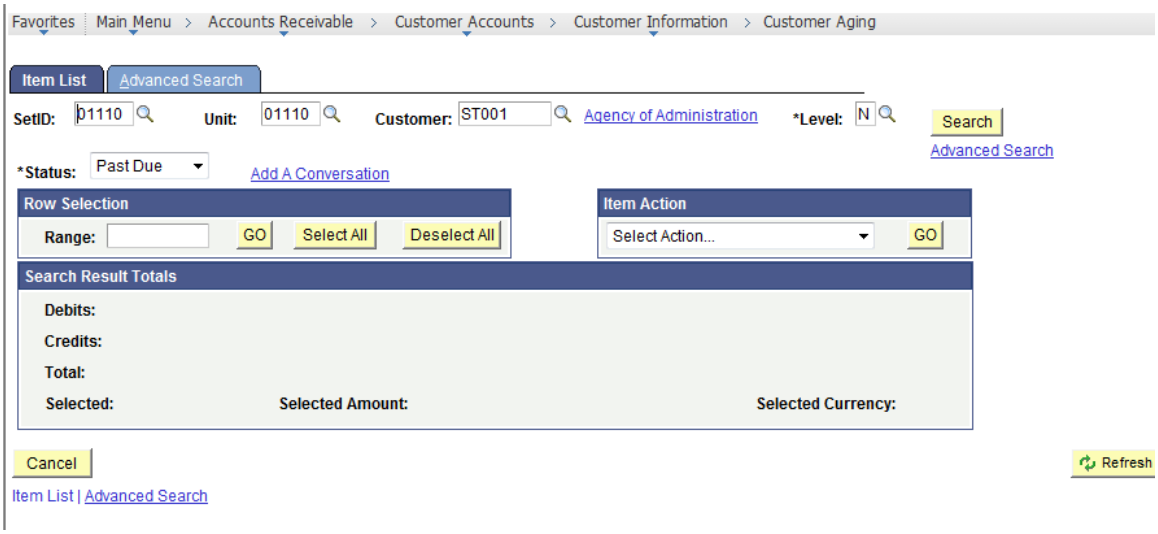
Click Search Button

Aging page is displayed



Click on Past Due hyperlink

Item List page is displayed



This customer does not have any outstanding data. If this customer did have aged data it would appear on this page.

To navigate directly to this page use the following navigation:
Accounts Receivable> Customer Accounts> Item Information> Item List

To run the Aging Process, see detail instructions listed in table of contents.

Click the Cancel button to return to Aging Page or Click the Refresh Button if any of the field selections are changed.

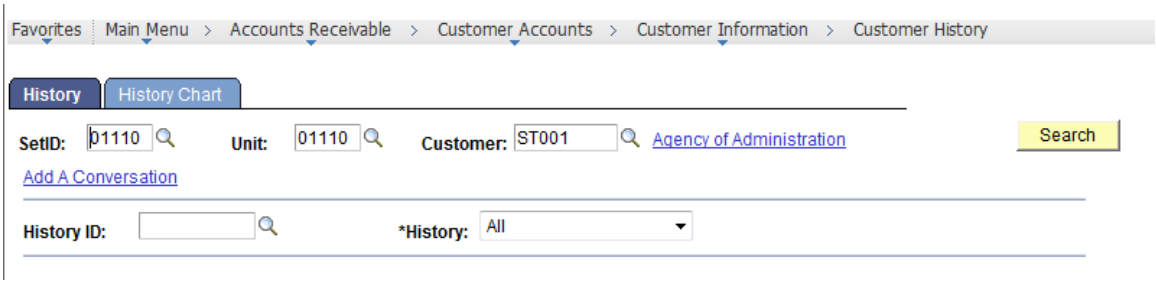
REVIEW CUSTOMER AGING IS COMPLETE

Review Customer History

Possible situations when this function is used: View both user-defined history and system-defined history. The system stores customer history based on the fiscal years and periods.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Customer History

History page is displayed.



SetID
- Enter valid value **or**
- Select value

Unit
- Enter valid value **or**
- Select value

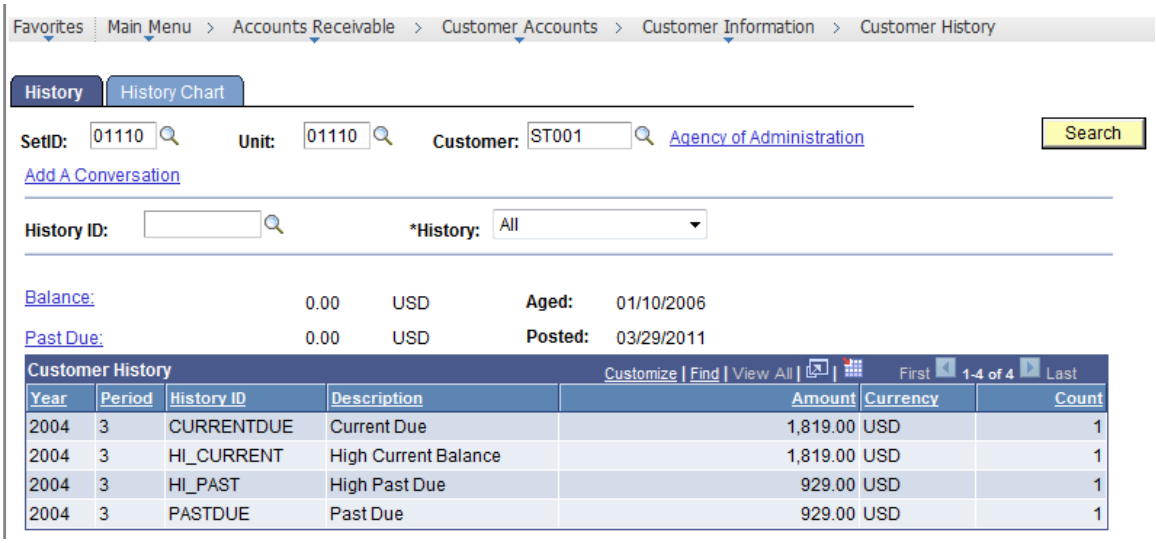
Customer
- Enter valid value **or**
- Select value

History ID
- Leave as blank (not currently used by SOV)

History
- Select value
  - All **or**
  - Most Recent

Click Search Button

History page is displayed



By clicking on any of the hyperlinks will allow you to drill down to a new page.

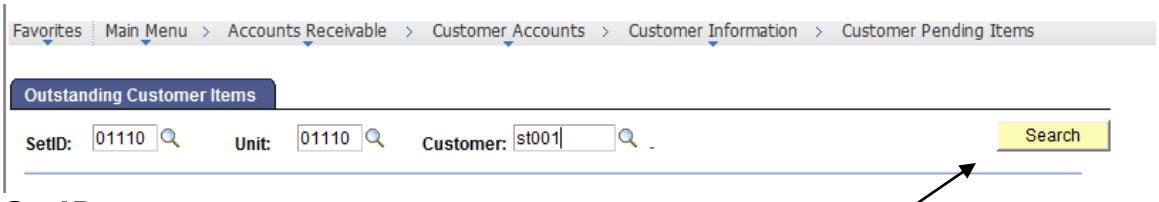
CUSTOMER HISTORY IS COMPLETE

Review Customer Pending Items

Possible situations when this function is used: View information about pending items for all maintenance and billing.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Customer Pending Items

Outstanding Customer Items page is displayed.



SetID

- Enter valid value **or**
- Select value

Unit

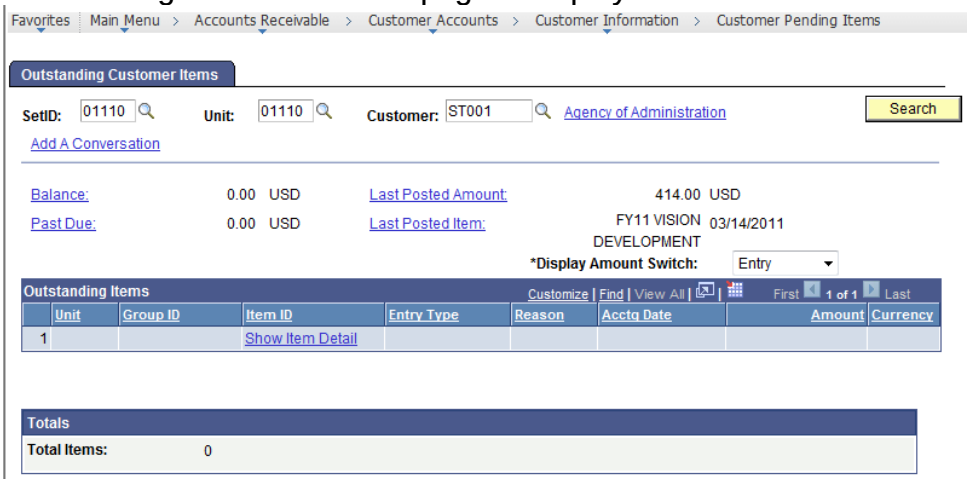
- Enter valid value **or**
- Select value

Customer

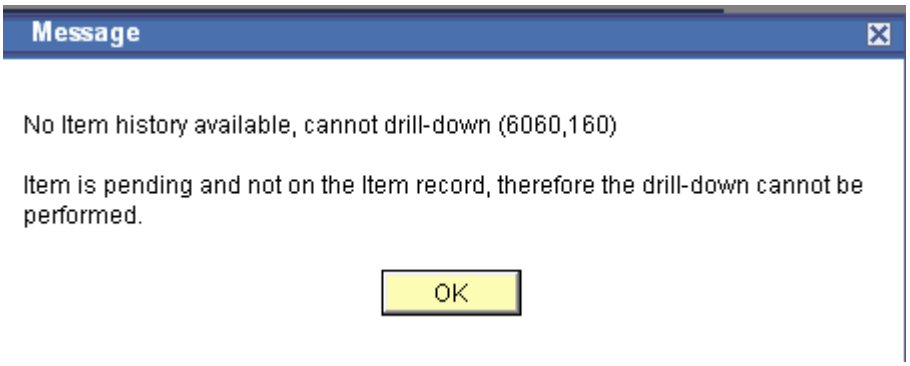
- Enter valid value **or**
- Select value

Click Search Button

Outstanding Customer Items page is displayed



By clicking on any of the hyperlinks will allow you to drill down to a new page. For this example click the Show Item Detail hyperlink.



This particular customer has no outstanding items**.**

Click Ok

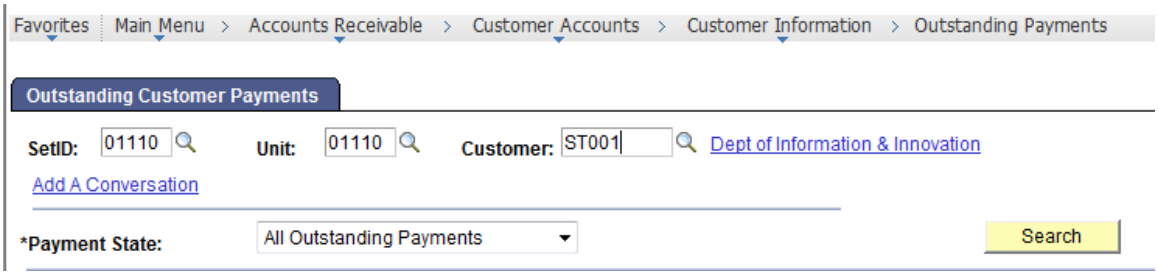
REVIEW CUSTOMER PENDING ITEMS IS COMPLETE

Review Outstanding Payments

Possible situations when this function is used: View payments received, their identification, and their status in the processing cycle.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Outstanding Payments

Outstanding Customer Payments page is displayed.



SetID
- Enter valid value **or**
- Select value

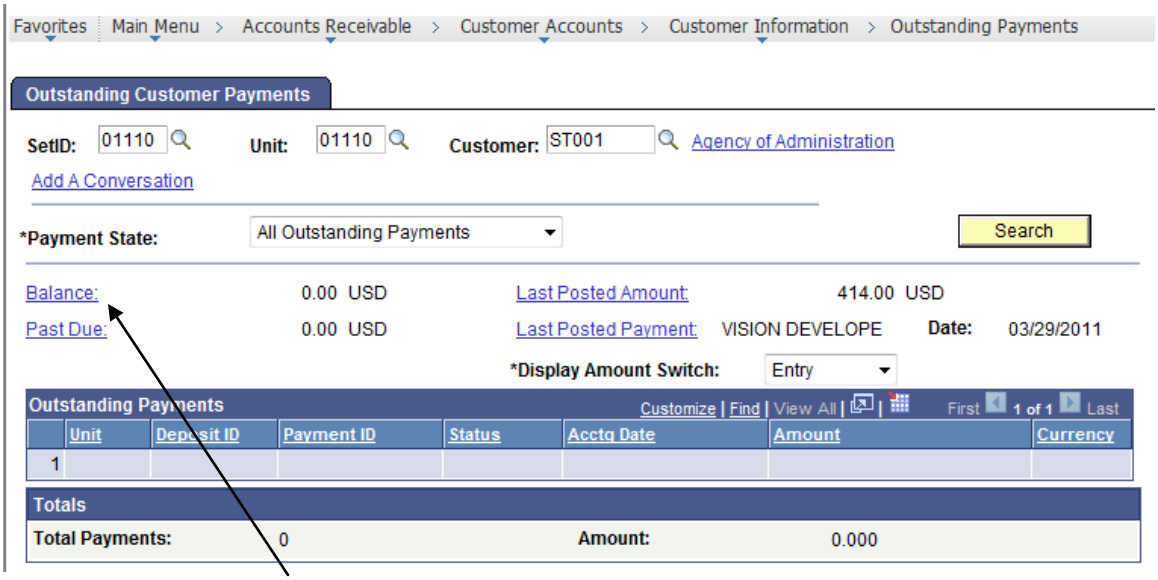
Unit
- Enter valid value **or**
- Select value

Customer
- Enter valid value **or**
- Select value

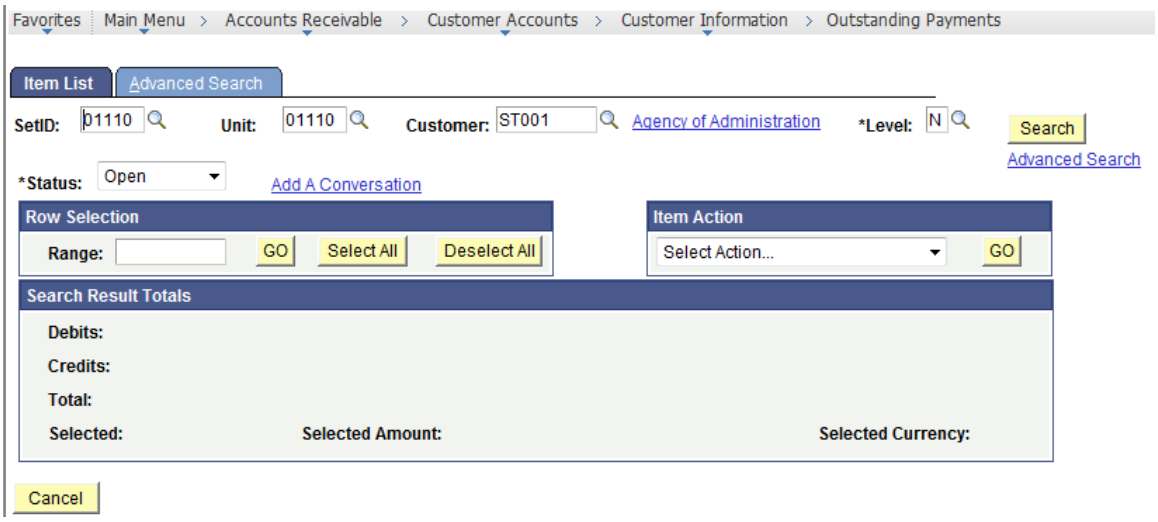
Payment State
- Select valid Value
  - All Outstanding payments
  - Payments In Process Only
  - Unapplied Payments Only

Click Search Button

Outstanding Customer Payments page is displayed



Click on Balance hyperlink



Click the Cancel button to return to Outstanding Payments or Click the Refresh Button if any of the field selections are changed.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item List

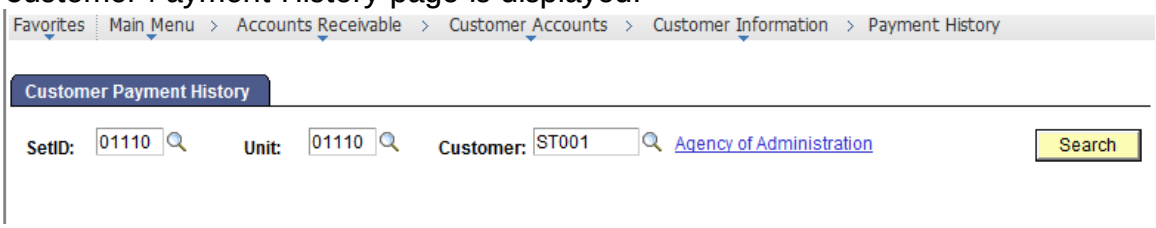
REVIEW OUTSTANDING PAYMENTS IS COMPLETE

Review Payment History

Possible situations when this function is used: View payment history and balance information.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Payment History

Customer Payment History page is displayed.



SetID

- Enter valid value **or**
- Select value

Unit

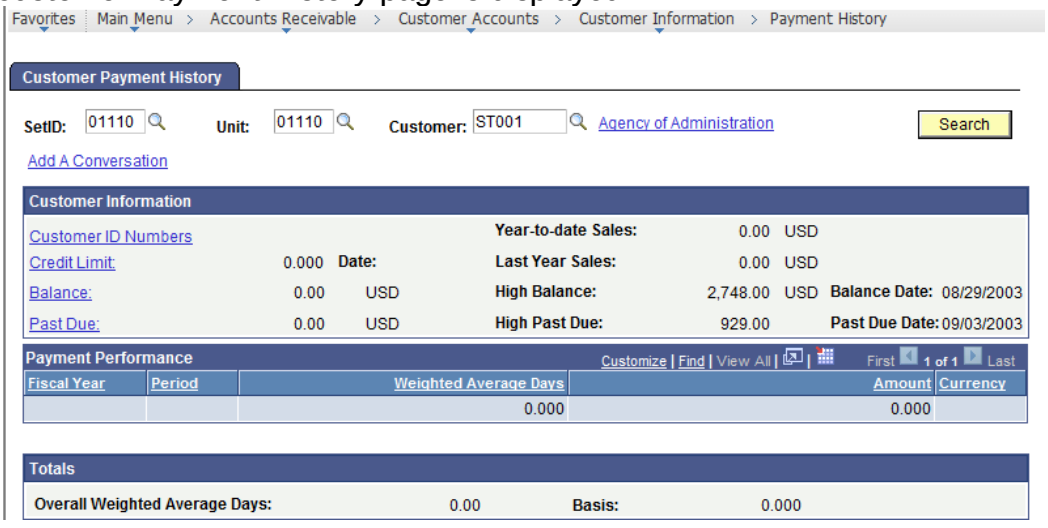
- Enter valid value **or**
- Select value

Customer

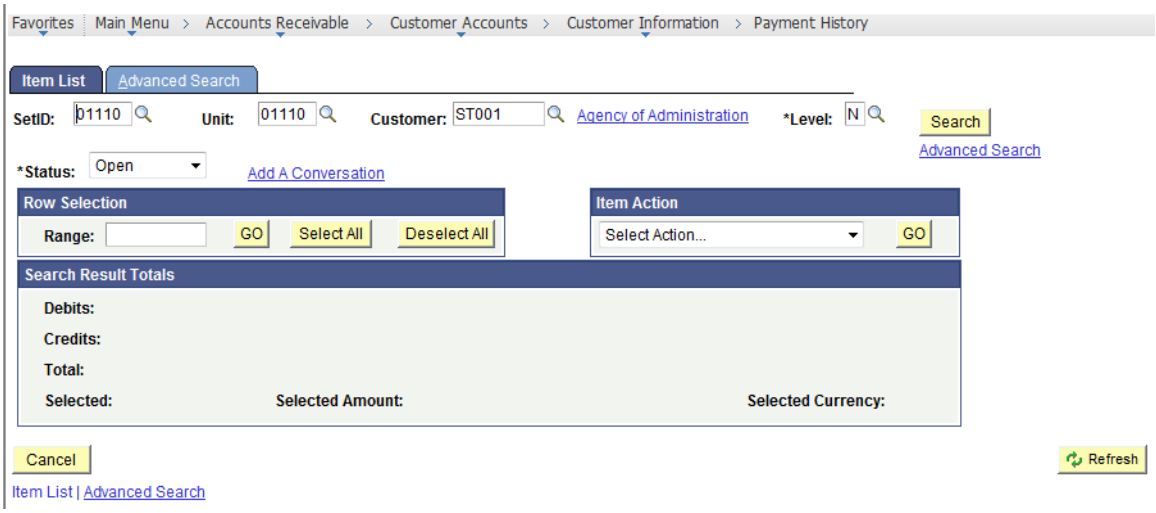
- Enter valid value **or**
- Select value

Click Search Button

Customer Payment History page is displayed



Click on Balance hyperlink



Click the Cancel button to return to Customer Payment History Page or Click the Refresh Button if any of the field selections are changed.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item List

CUSTOMER PAYMENT HISTORY IS COMPLETE

Report - Payment History By Vendor

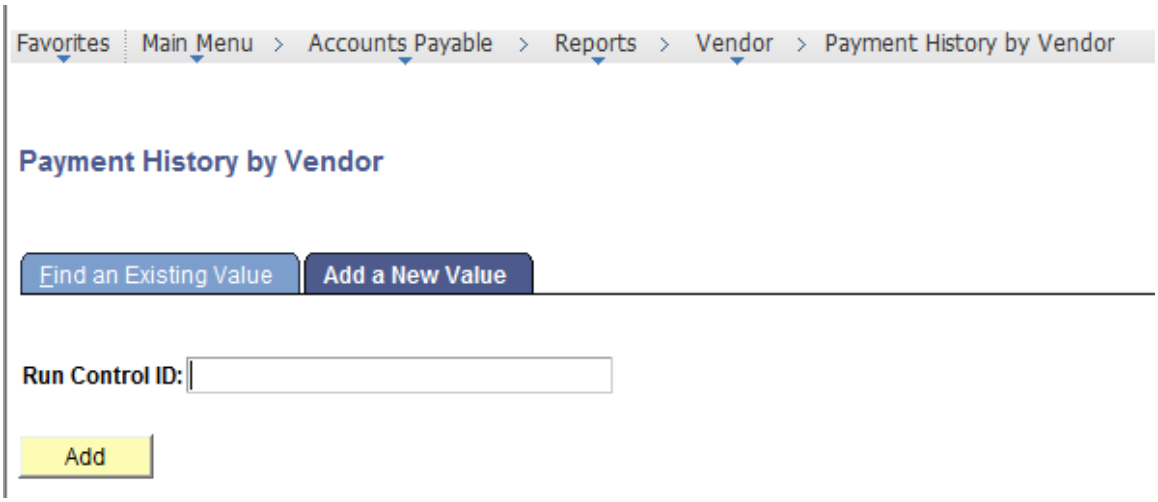
Possible situations when this function is used: This report provides a register of payments for a vendor. Using the Print Options on the Payment History by Vendor page, you can generate either a Detail, or a Summary version of this report. Report type is crystal. Instructions to run this report are also found on the Finance and Management Web Site under Training & Reference Material> VISION Manuals & User Reference Material> Reporting Manual> Accounts Payable> Detailed(Summary) Payment History by Vendor or follow the navigation below:

Navigation: Accounts Payable> Reports> Vendor> Payment History by Vendor

Payment History by Vendor page Find an Existing Value page is displayed.

Click Add a New Value Tab.

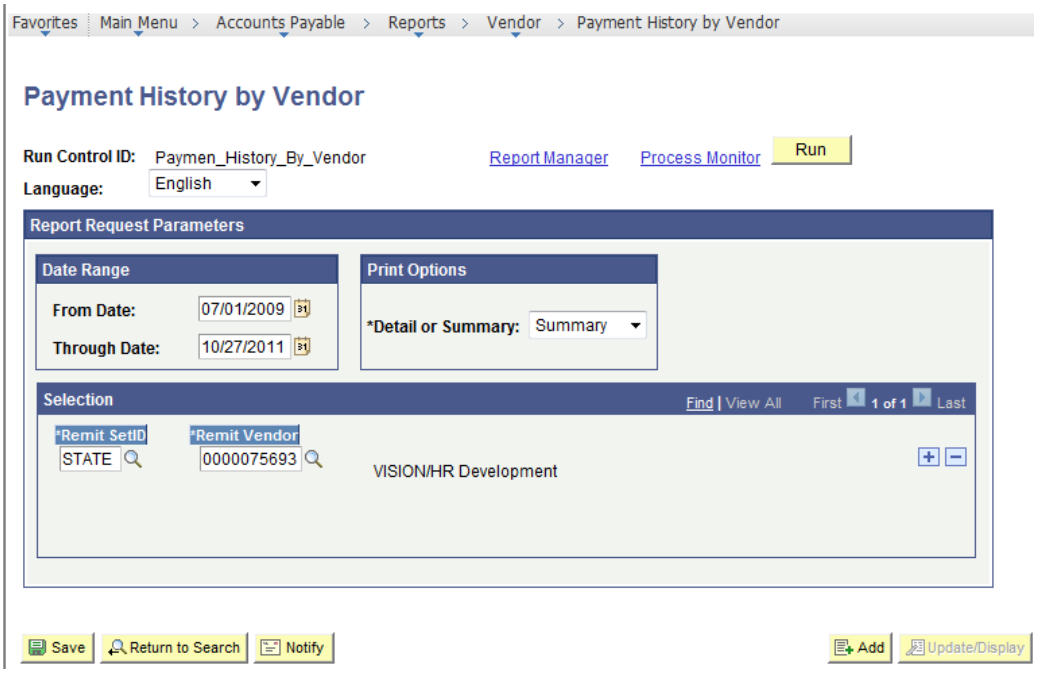
Add a New Value page is displayed.



Enter a run Control ID Example: **Payment_History_By_Vendor**

Click the Add button

Payment History by Vendor page is displayed



Date Range

- From Date:
- Through Date:

Print Options

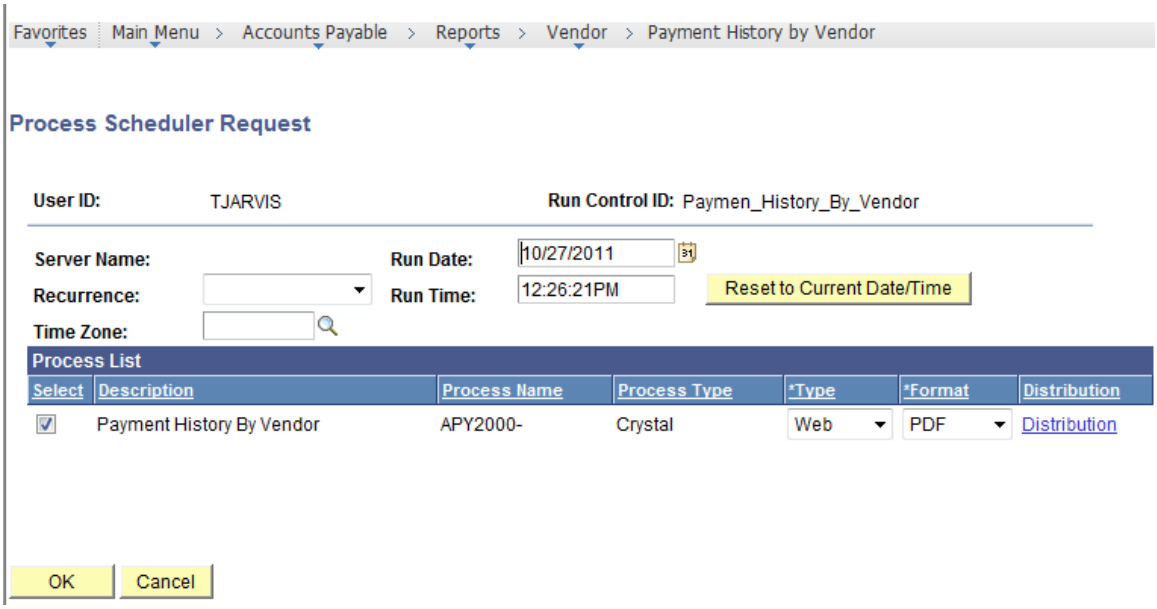
- Select option Detail or Summary

Selection

- Remit Setid – defaults as STATE accept default
- Remit Vendor – enter appropriate vendor

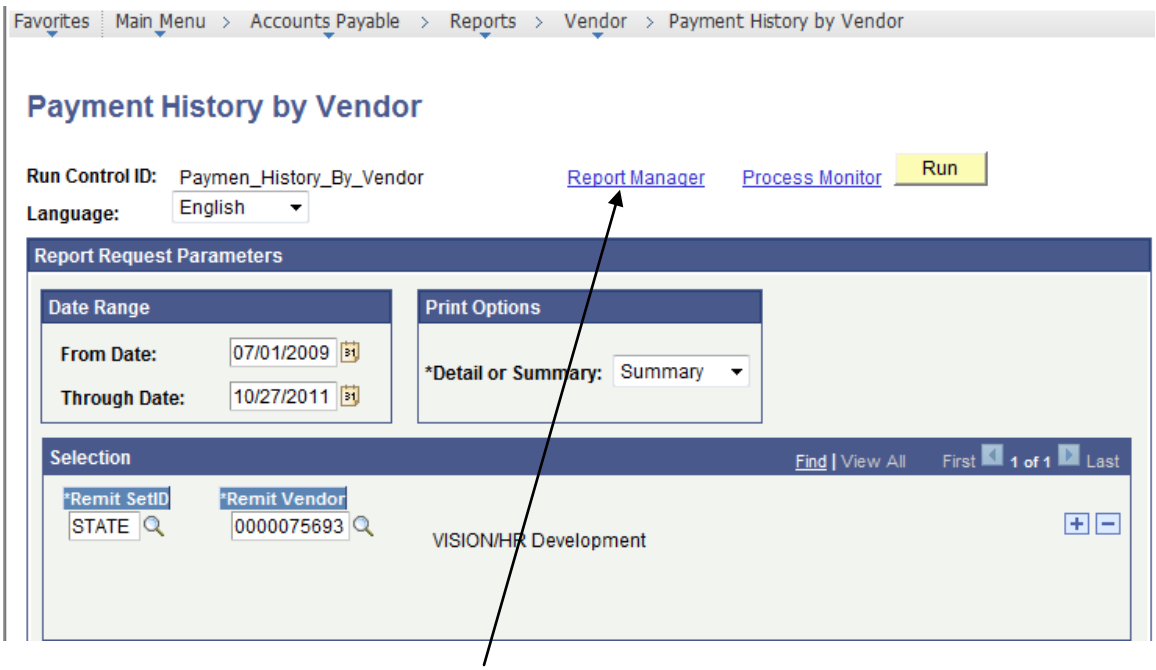
Click on the Run Button

Process Scheduler Request page is displayed.



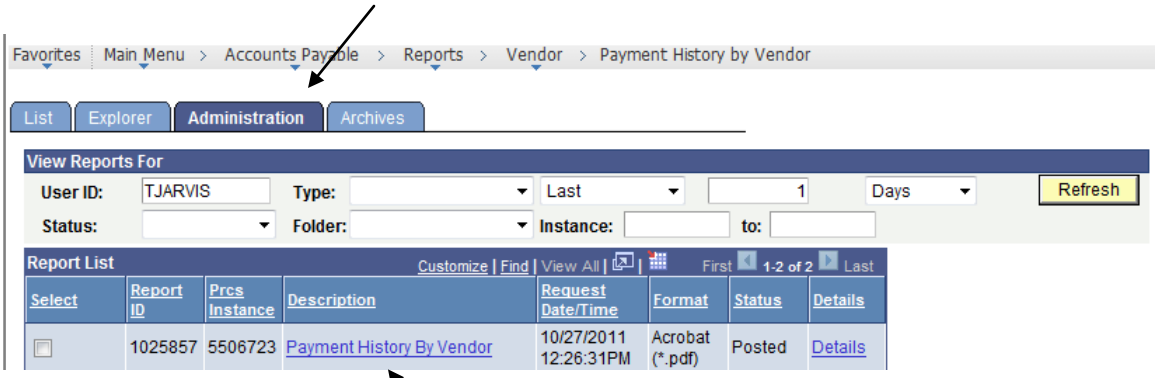
Click Ok button

Payment History by Vendor page is displayed.



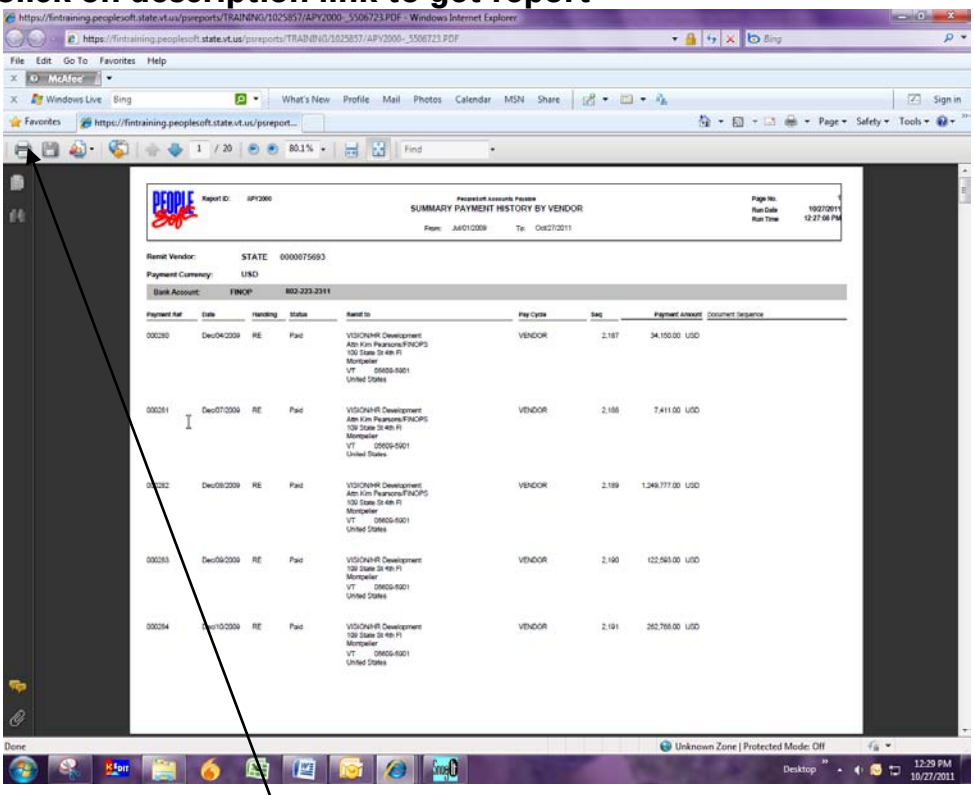
Click on the Report Manager link

Click on the Administration tab.



Click the refresh button till Status is Posted.

Click on description link to get report



To print report click on the print icon

PAYMENT HISTORY BY VENDOR REPORT IS COMPLETE.

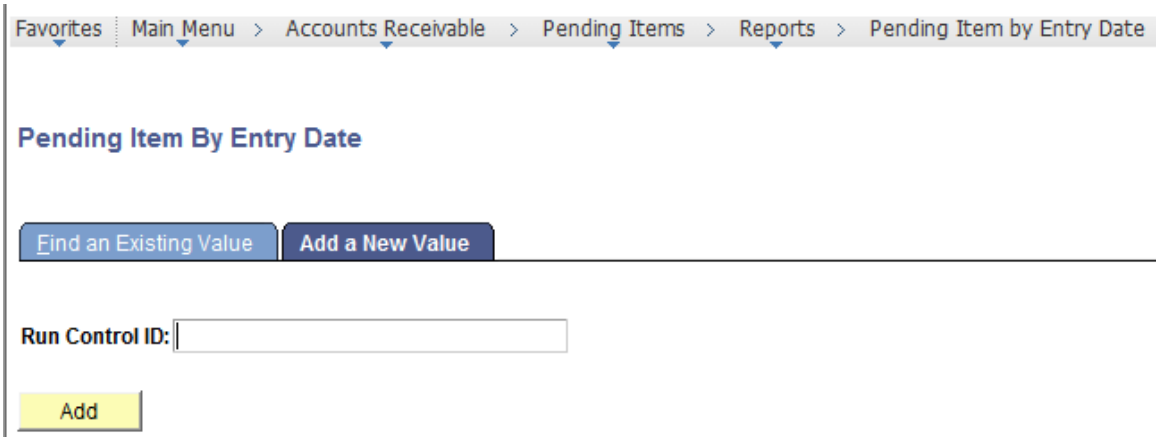
Report Pending Item by Entry Date

Possible situations when this function is used: The Pending Item by Entry Date is an SQR report that can be run at any time. It will list all pending groups and maintenance worksheets entered for the date criteria for each day.

Navigation: Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

The Pending Item by Entry Date page opens.

Click the Add A New Value Tab.

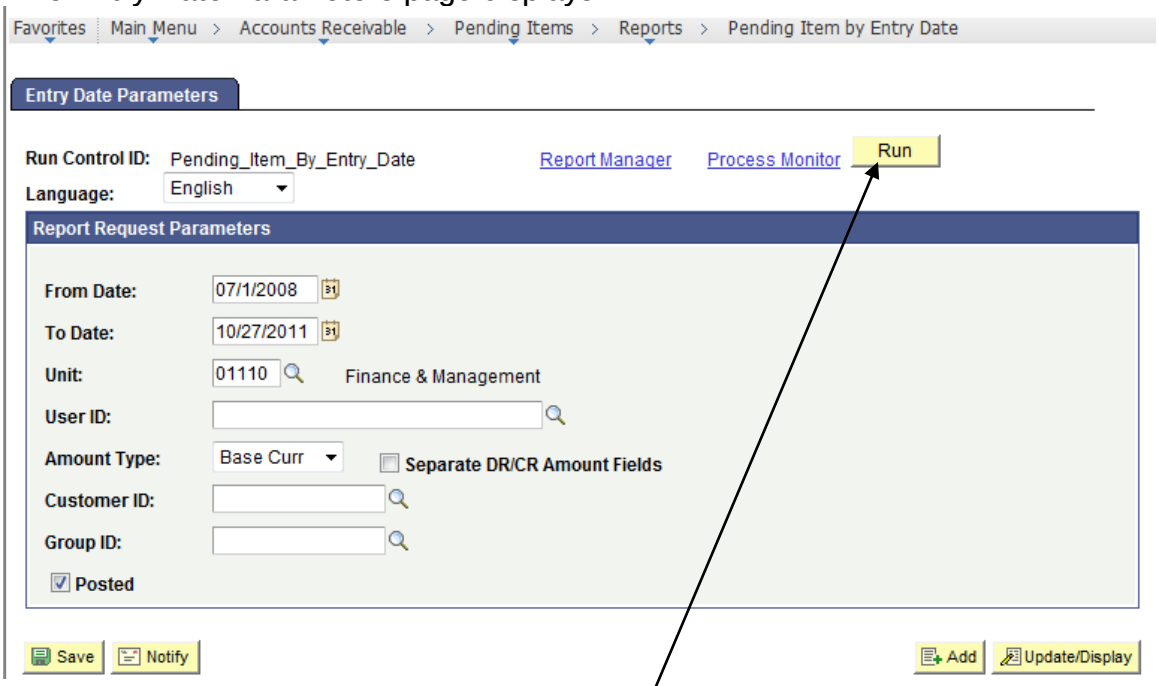


Enter Run Control ID

- Enter the appropriate Run Control ID – run controls are operator specific. When creating a run control you use the underscore key to indicate a space between words.
- Ex: Pending_Item_By_Entry_Date

Click the Add button

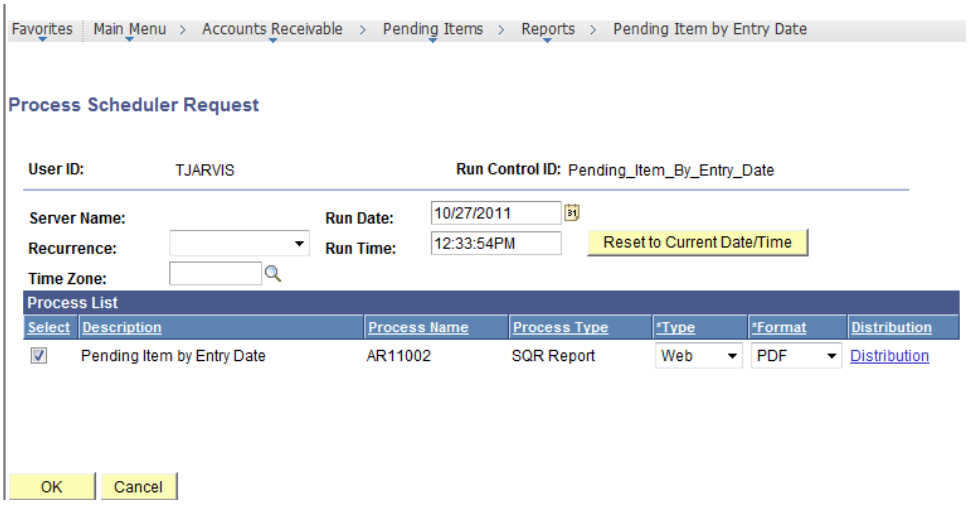
The Entry Date Parameters page displays.



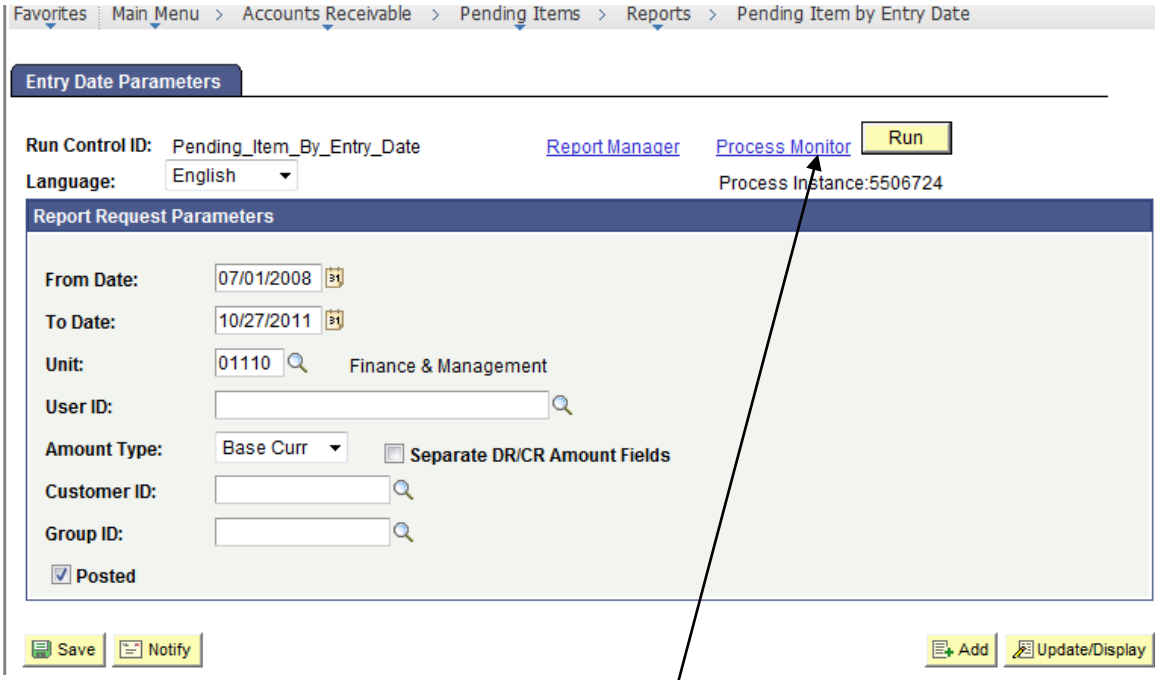
- **From Date** - Enter appropriate From Date for the report
- **To Date -** Enter appropriate To Date for the report
- **Unit** – accept default or change to appropriate Business Unit
- **User ID** – Blank for all or enter a specific Operator ID
- **Amount Type –** Base Curr accept default
- **Customer ID –** Leave blank for all OR enter Customer ID to create report for just one customer
- **Group ID –** Blank or enter a valid group number for just one group
- **Posted –** Selected defaults – uncheck if needed.
- **Separate DR/CR Amount Fields –**If you want to separate DR/CR

Click the yellow Run Button

The Process Scheduler Request page opens.



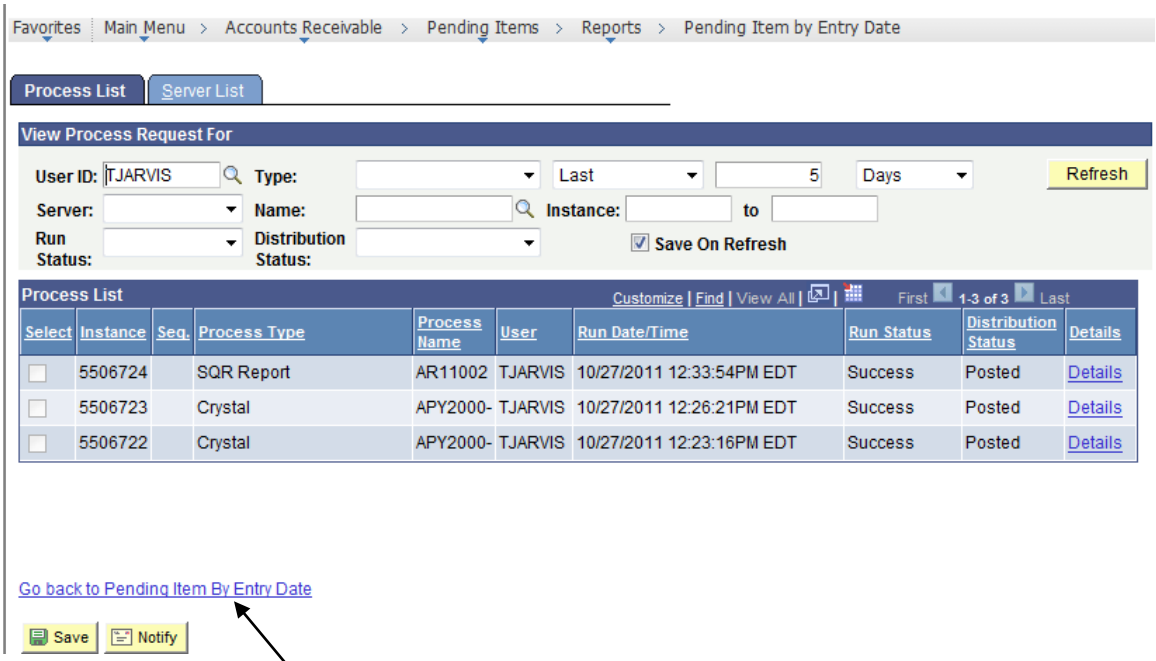
Click OK



You are returned to the Entry Date Parameters page.

Click on the link for the Process Monitor (top right)

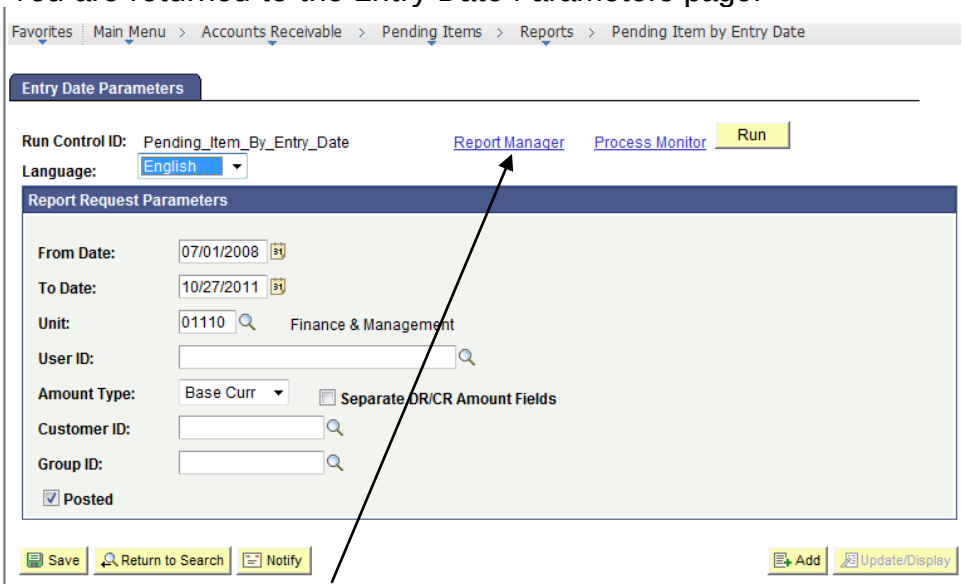
The Process List page opens.



Click on the yellow **Refresh** button until Run Status = Success and Distribution Status = Posted.

Click on the Go back to Pending Item By Entry Date link (bottom left)

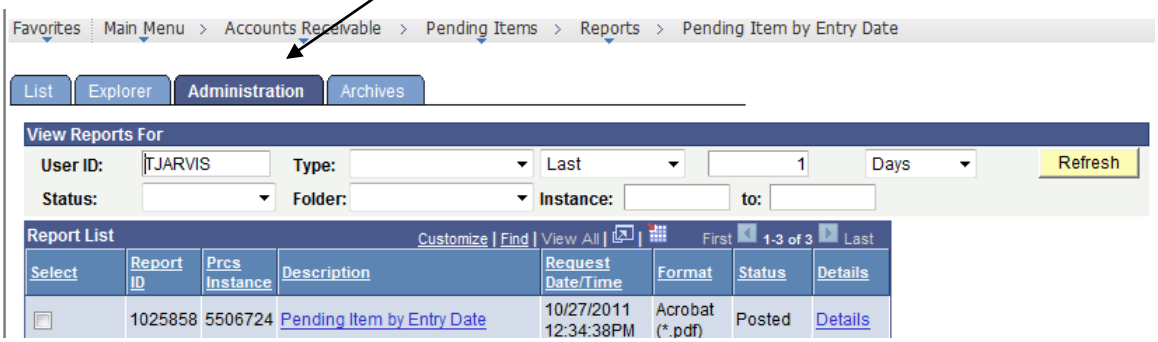
You are returned to the Entry Date Parameters page.



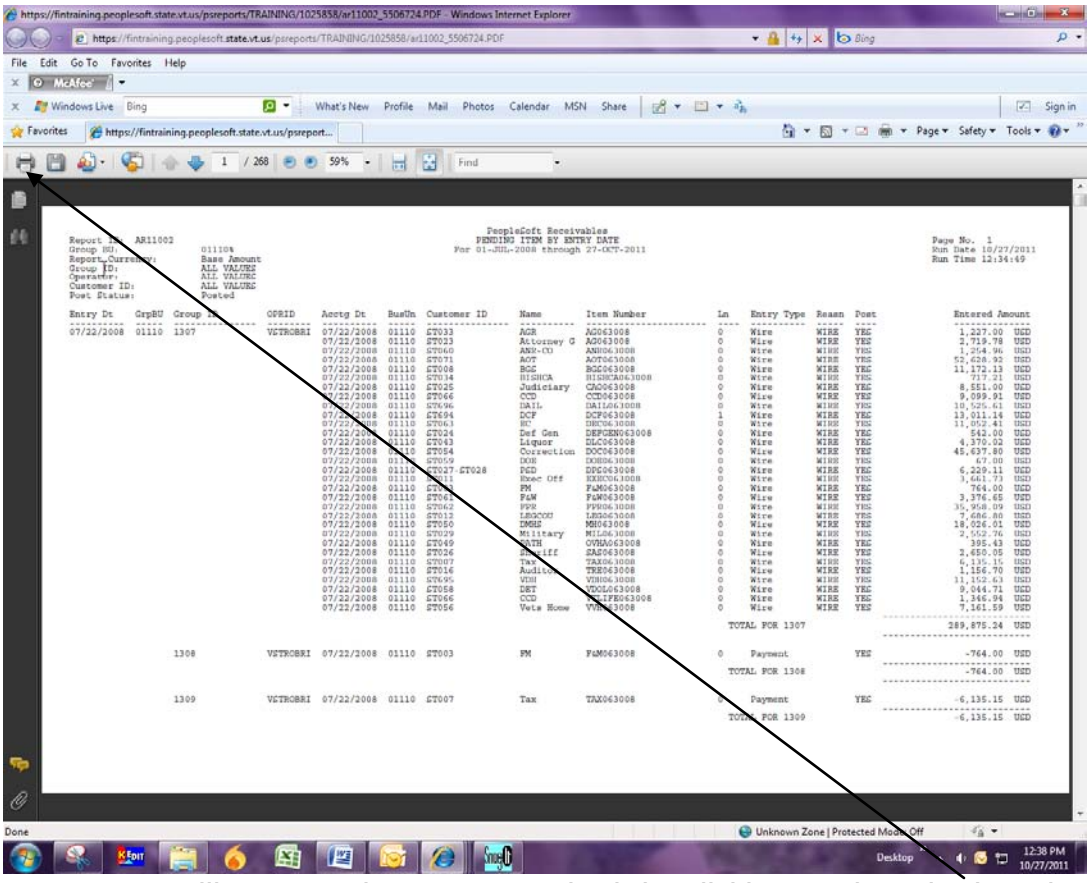
Click on the Report Manager link (top middle)

Click on the Administration tab.

Administration page displays.



Click on the link for the appropriate report.



Your report will open so that you can print it by clicking on the print icon (top left).

PENDING ITEM BY ENTRY DATE REPORT IS COMPLETE

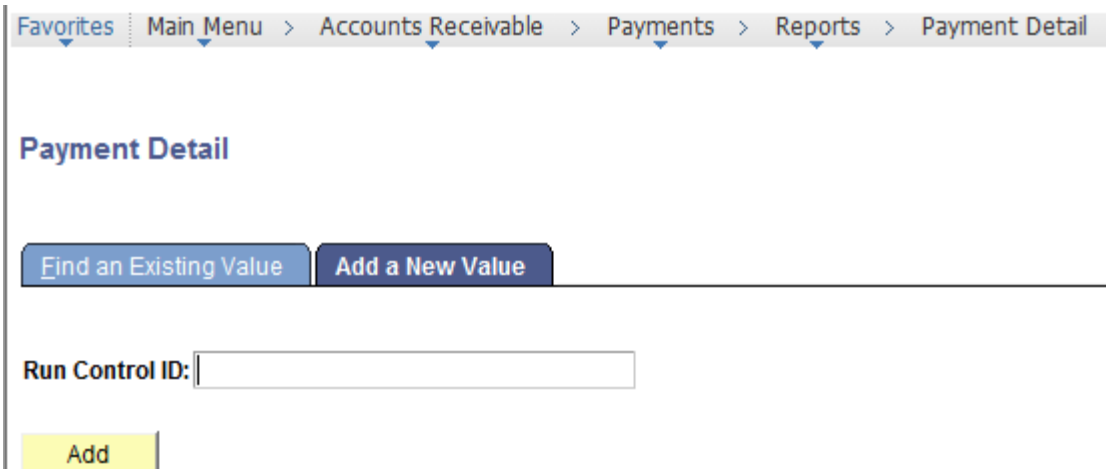
Run the Payment Detail Report

Possible situations when this function is used: The Payment Detail Report is an SQR report that can be run at any time. It lists payment detail for deposits to customer's accounts.

Navigation: Accounts Receivable > Payments > Reports > Payment Detail

The Payment Detail page displays.

Click the Add A New Value Tab.



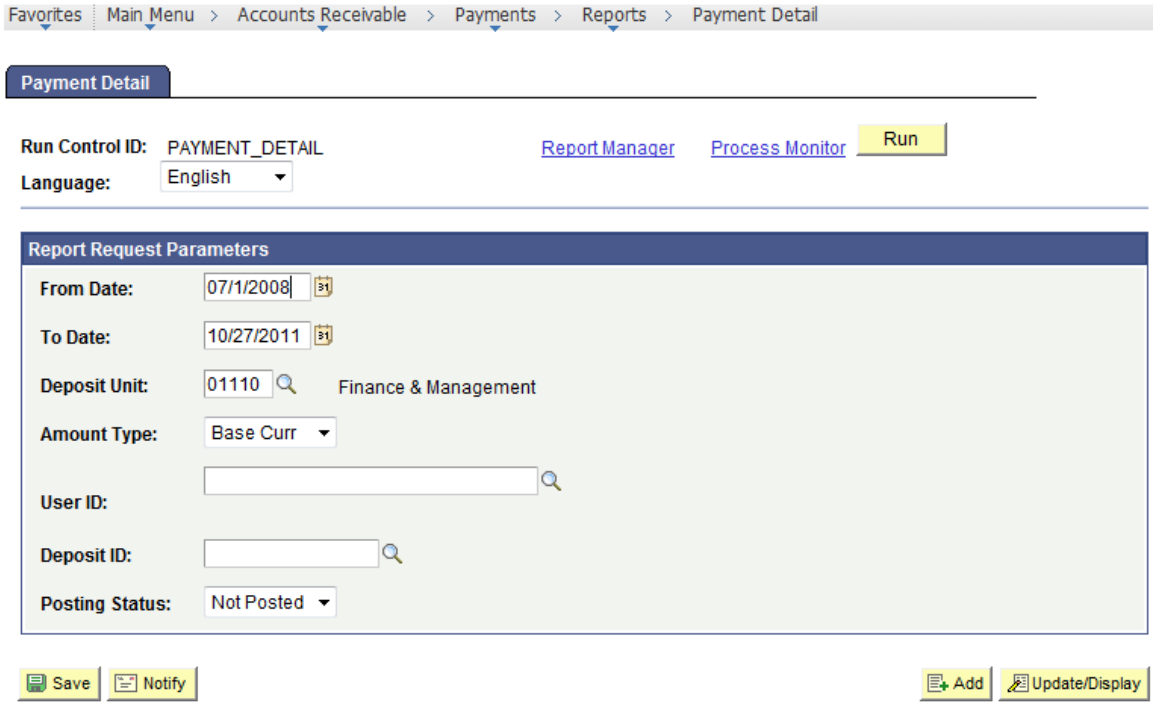
Example run control: PAYMENT_DETAIL

Enter Run Control ID

- Enter the appropriate Run Control ID

Click the Add button

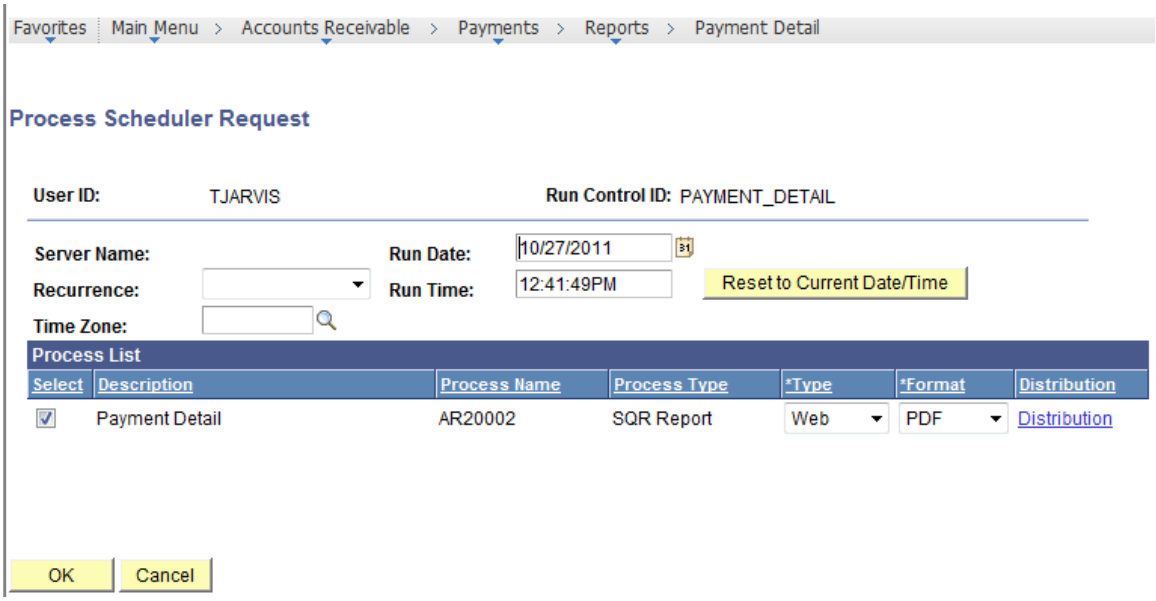
The Payment Detail page displays.



- **From Date** - Enter From Date
- **To Date -** Enter To Date
- **Deposit Unit** - Enter Business Unit
- **Amount Type** – Defaults as Base Curr, accept default
- **User ID –** Blank or enter valid value
- **Deposit ID –** Blank or enter a specific deposit (this field would be used to run report for one deposit).
- **Posting Status –** defaults as Not Posted choose appropriate status (All, Not Posted, Completely or Partial.)

Click Run button

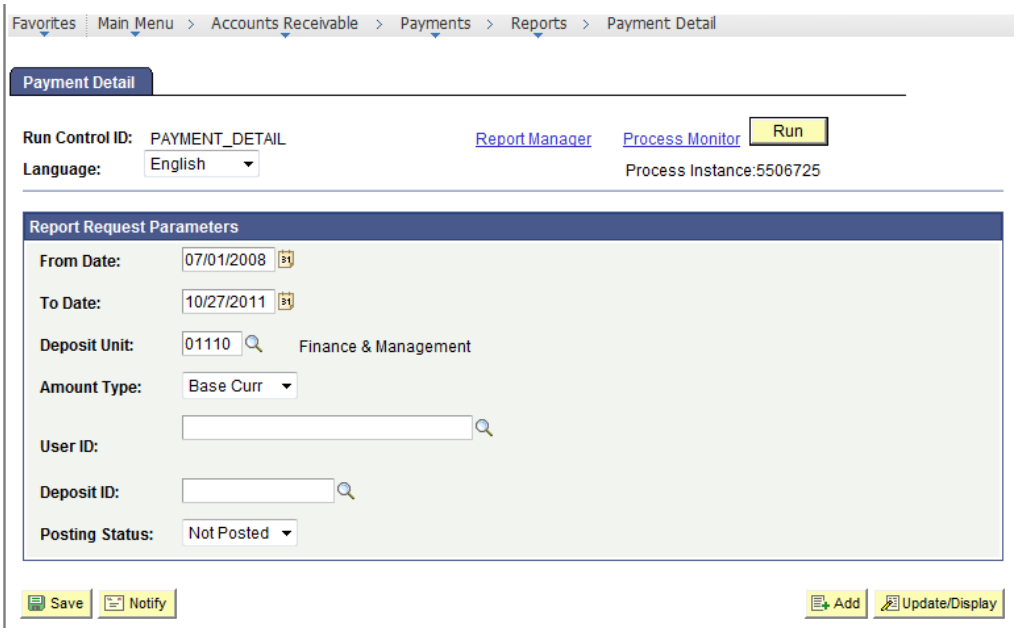
The Process Scheduler Request page displays.



Payment Detail is already selected.

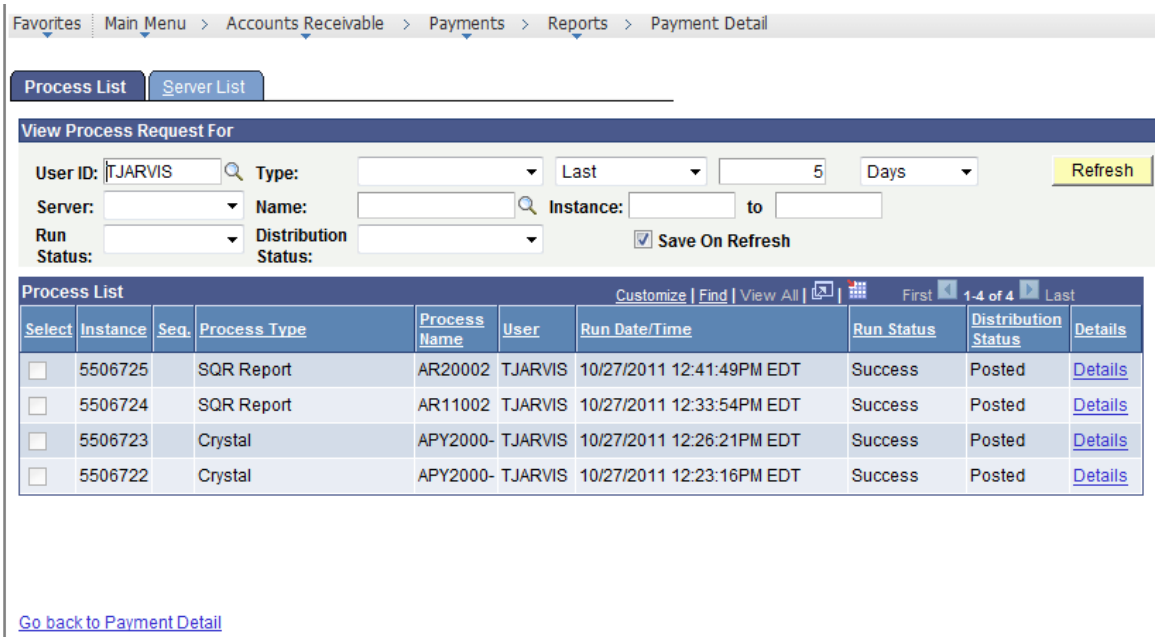
Click OK button.

You are returned to the Payment Detail page.



Click on the link for the Process Monitor (top right)

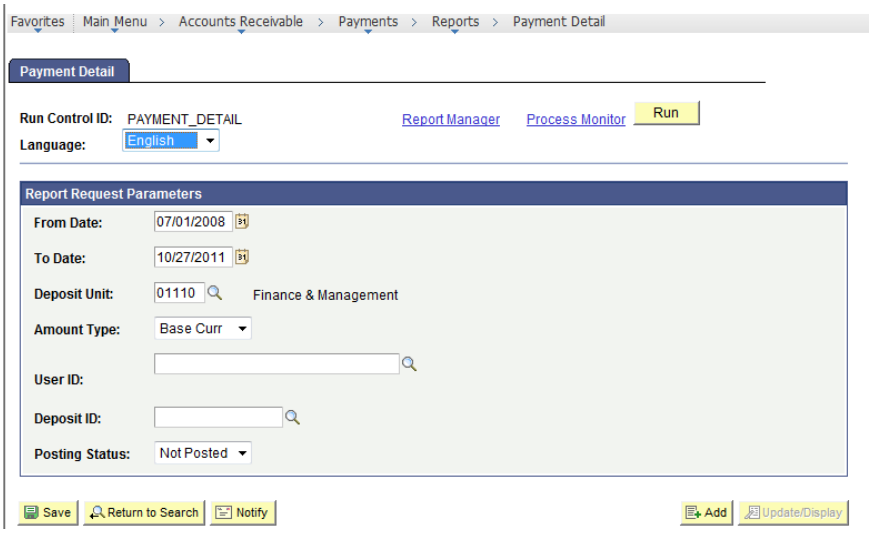
The Process List page is displayed.



Click on Refresh button until Run Status = Success and Distribution Status = Posted.

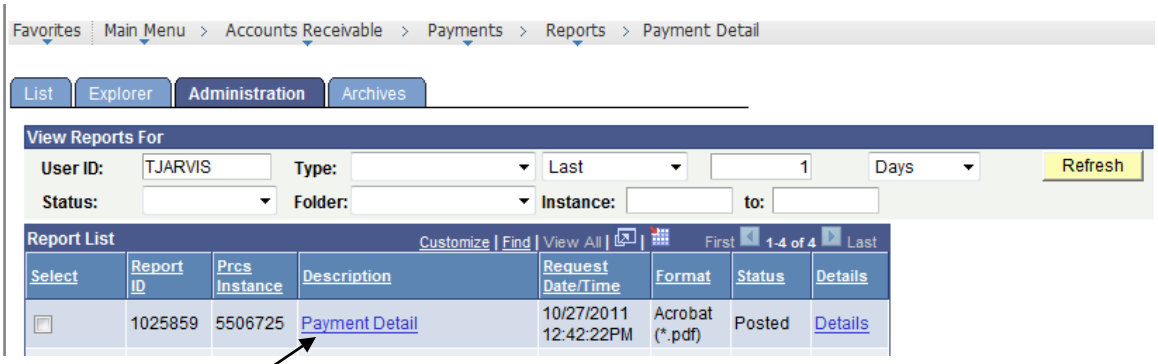
Click on the Go back to Payment Detail link (bottom left)

You are returned to the Payment Detail page.

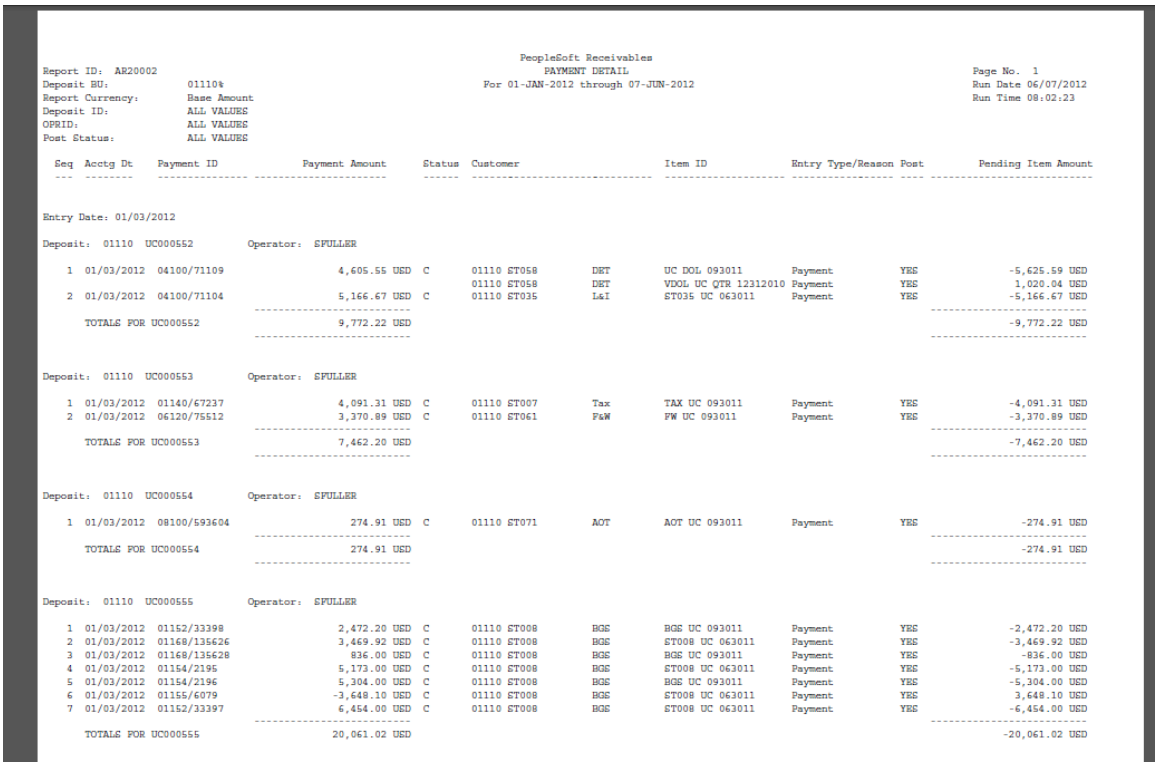


Click on the Report Manager link (top middle)

Click on the Administration tab.



Click on link for the appropriate report.



PeopleSoft Receivables
PAYMENT DETAIL
For 01-JAN-2012 through 07-JUN-2012

Report ID: AR20002 — Page No. 1
Deposit BU: 01110% — Run Date 06/07/2012
Report Currency: Base Amount — Run Time 08:02:23
Deposit ID: ALL VALUES
OPRID: ALL VALUES
Post Status: ALL VALUES

Seq	Acctg Dt	Payment ID	Payment Amount	Status	Customer		Item ID	Entry Type/Reason	Post	Pending Item Amount
Entry Date: 01/03/2012										
Deposit: 01110 UC000552 Operator: SFULLER										
1	01/03/2012	04100/71109	4,605.55 USD	C	01110 ST058	DET	UC DOL 093011	Payment	YES	-5,625.59 USD
					01110 ST058	DET	VDOL UC QTR 12312010	Payment	YES	1,020.04 USD
2	01/03/2012	04100/71104	5,166.67 USD	C	01110 ST035	L&I	ST035 UC 063011	Payment	YES	-5,166.67 USD
	TOTALS FOR UC000552		9,772.22 USD							-9,772.22 USD
Deposit: 01110 UC000553 Operator: SFULLER										
1	01/03/2012	01140/67237	4,091.31 USD	C	01110 ST007	Tax	TAX UC 093011	Payment	YES	-4,091.31 USD
2	01/03/2012	06120/75512	3,370.89 USD	C	01110 ST061	P&W	FW UC 093011	Payment	YES	-3,370.89 USD
	TOTALS FOR UC000553		7,462.20 USD							-7,462.20 USD
Deposit: 01110 UC000554 Operator: SFULLER										
1	01/03/2012	08100/593604	274.91 USD	C	01110 ST071	AOT	AOT UC 093011	Payment	YES	-274.91 USD
	TOTALS FOR UC000554		274.91 USD							-274.91 USD
Deposit: 01110 UC000555 Operator: SFULLER										
1	01/03/2012	01152/33398	2,472.20 USD	C	01110 ST008	BGS	BGS UC 093011	Payment	YES	-2,472.20 USD
2	01/03/2012	01168/135626	3,469.92 USD	C	01110 ST008	BGS	ST008 UC 063011	Payment	YES	-3,469.92 USD
3	01/03/2012	01168/135628	836.00 USD	C	01110 ST008	BGS	BGS UC 093011	Payment	YES	-836.00 USD
4	01/03/2012	01154/2195	5,173.00 USD	C	01110 ST008	BGS	ST008 UC 063011	Payment	YES	-5,173.00 USD
5	01/03/2012	01154/2196	5,304.00 USD	C	01110 ST008	BGS	BGS UC 093011	Payment	YES	-5,304.00 USD
6	01/03/2012	01155/6079	-3,648.10 USD	C	01110 ST008	BGS	ST008 UC 063011	Payment	YES	3,648.10 USD
7	01/03/2012	01152/33397	6,454.00 USD	C	01110 ST008	BGS	ST008 UC 063011	Payment	YES	-6,454.00 USD
	TOTALS FOR UC000555		20,061.02 USD							-20,061.02 USD

Your report will open. Click on the print icon to print report.

PAYMENT DETAIL REPORT IS COMPLETE

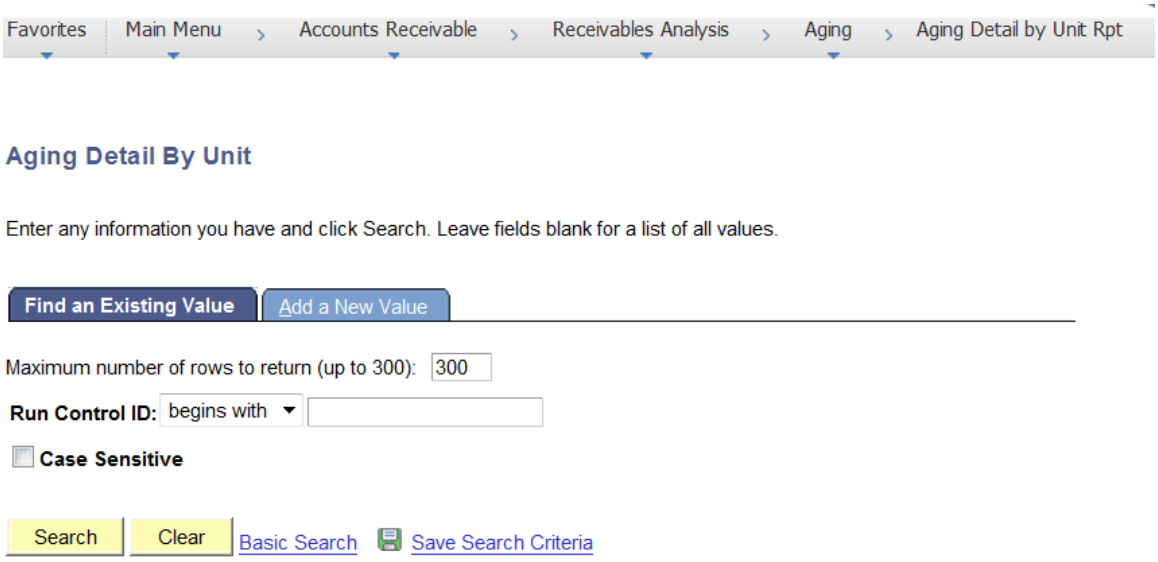
Run the Aging Detail by Business Unit Report

Possible situations when this function is used: The Aging Detail by Business Unit is an SQR report that can be run at any time. It will list the detail by Business Unit of the balances for all customers with open receivables. Run this report each month to view any outstanding open items.

Navigation: Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

The Aging Detail by Unit page displays.

Click the Add A New Value Tab.

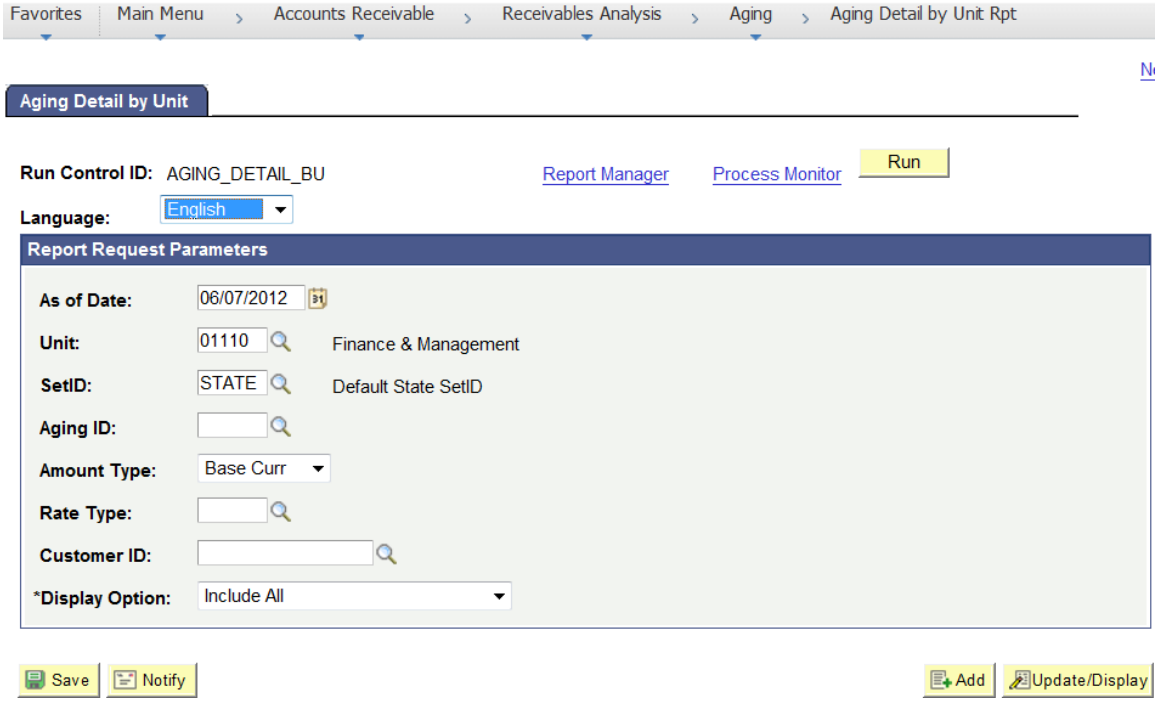


Enter Run Control ID

- Enter the appropriate Run Control ID (Example: AGING_DETAIL_BU)

Click the Add button

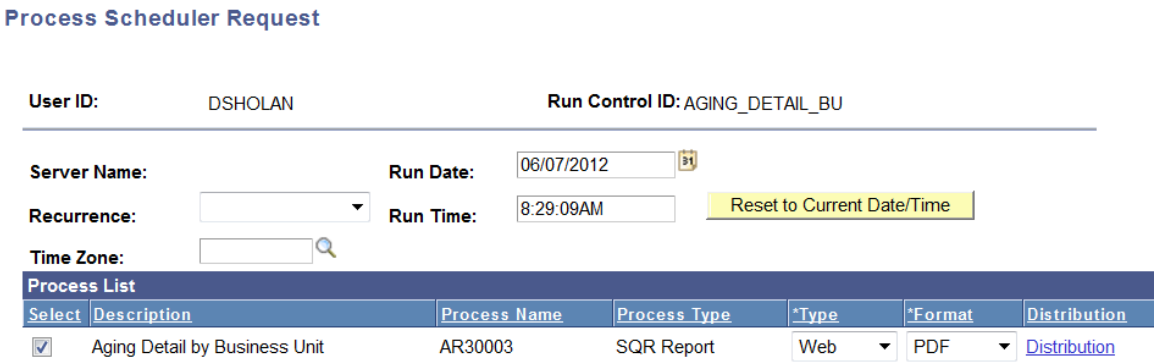
The Aging Detail by Unit page displays.



- **As of Date** - Enter As Of Date for the report
- **Unit -** Enter Business Unit
- **Set ID** - Enter Set ID = STATE
- **Aging ID –** Enter STD
- **Amount Type –** Defaults, accept default Base Curr
- **Rate Type –** Blank
- **Customer ID –** Leave blank for all
  or enter Customer ID to create report for just one customer
- **Display Options –** Include All defaults accept default

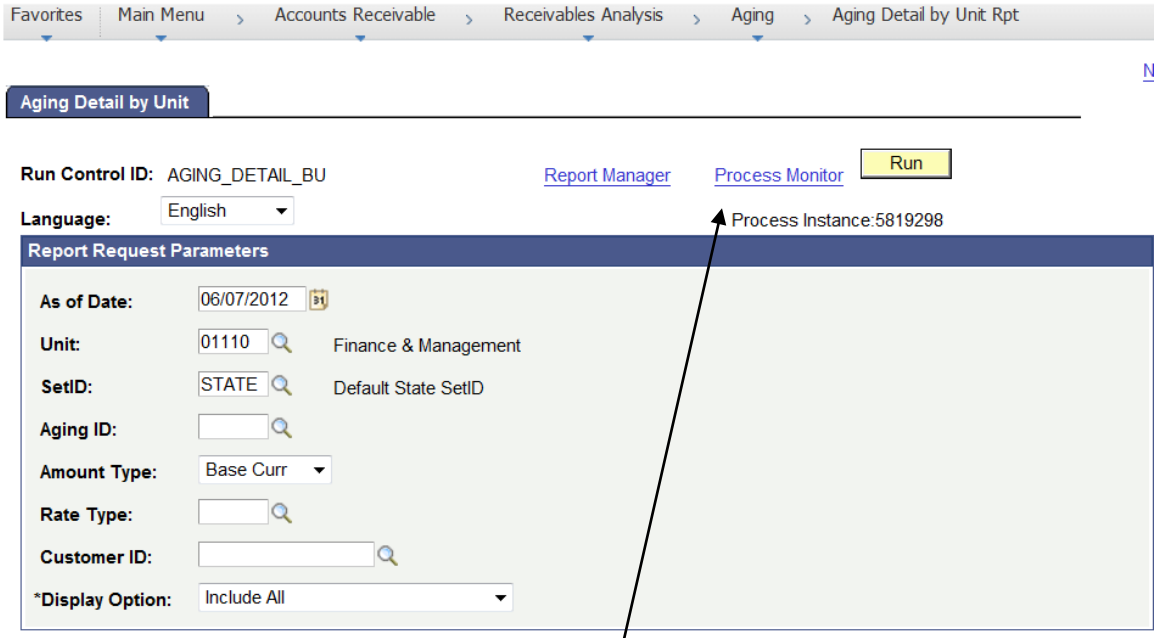
Click Run button located top right of page

The Process Scheduler Request page opens.



Process List – Selected to run Aging Detail by Business Unit (accept selection)

Click OK button.

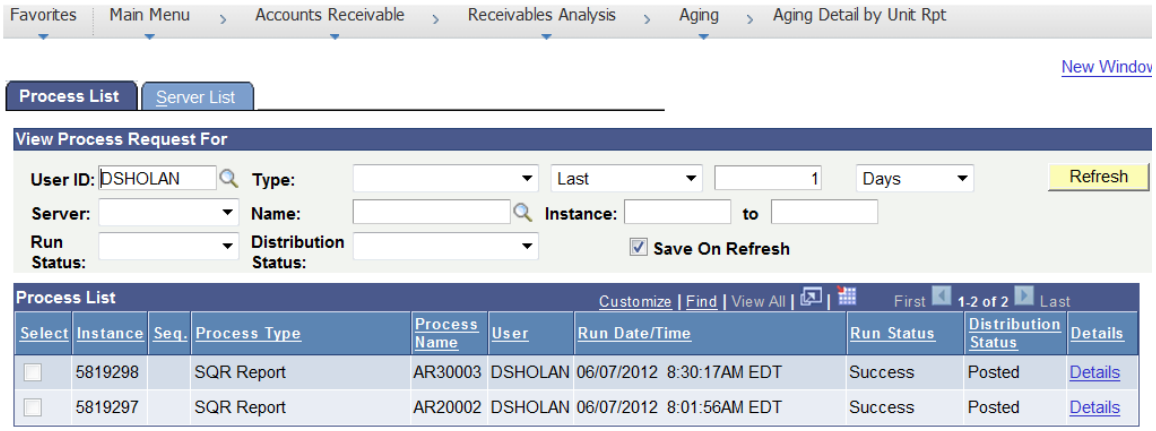


You are returned to the Aging Detail by Unit page. A process instance number displays.

Click on the link for the Process Monitor (top right)

The Process List page displays.

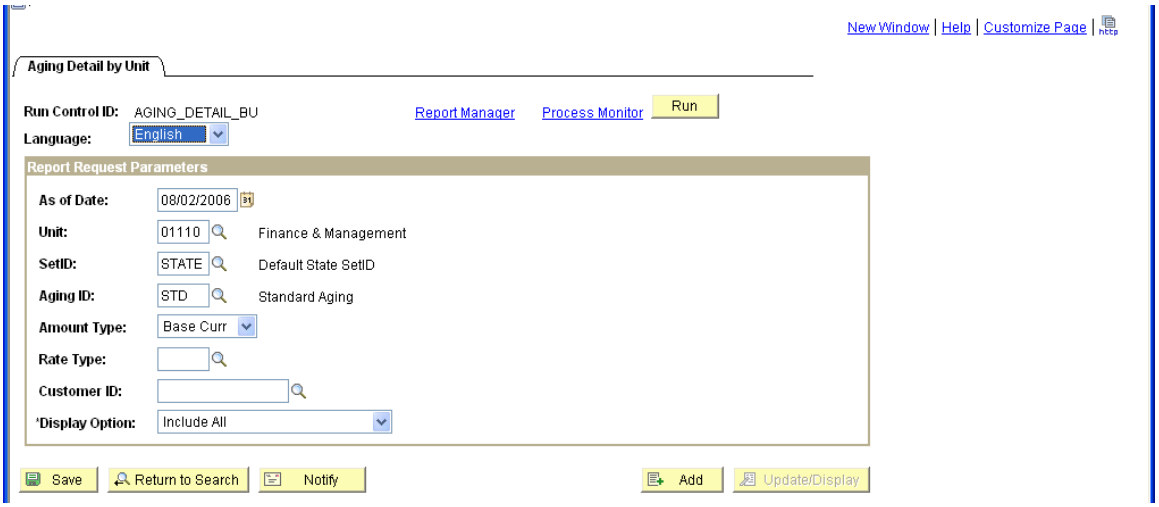
Click **Refresh** button until Run Status = Success and Distribution Status = Posted.



Go back to Aging Detail By Unit

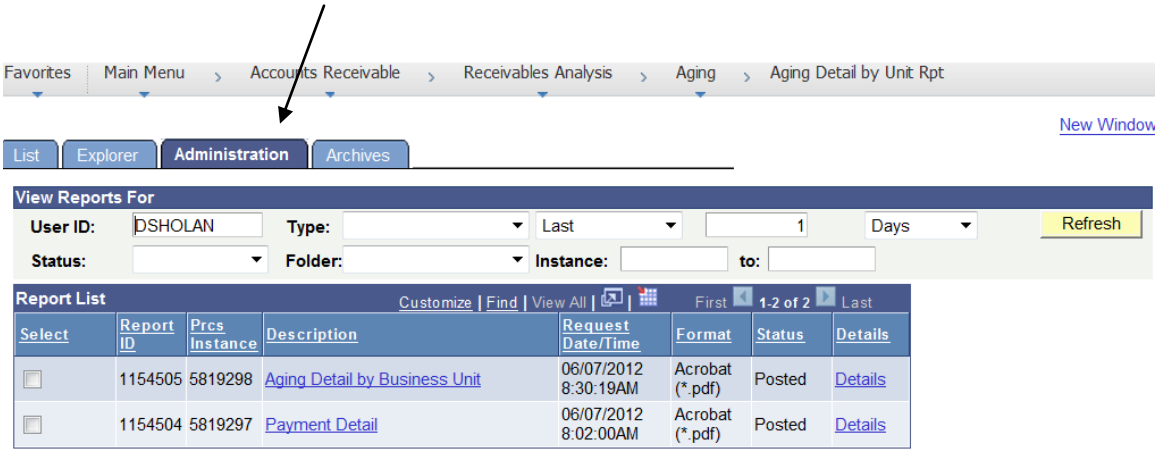
Click on the Go back to Aging Detail By Unit link (bottom left)

You are returned to the Aging Detail by Unit page.

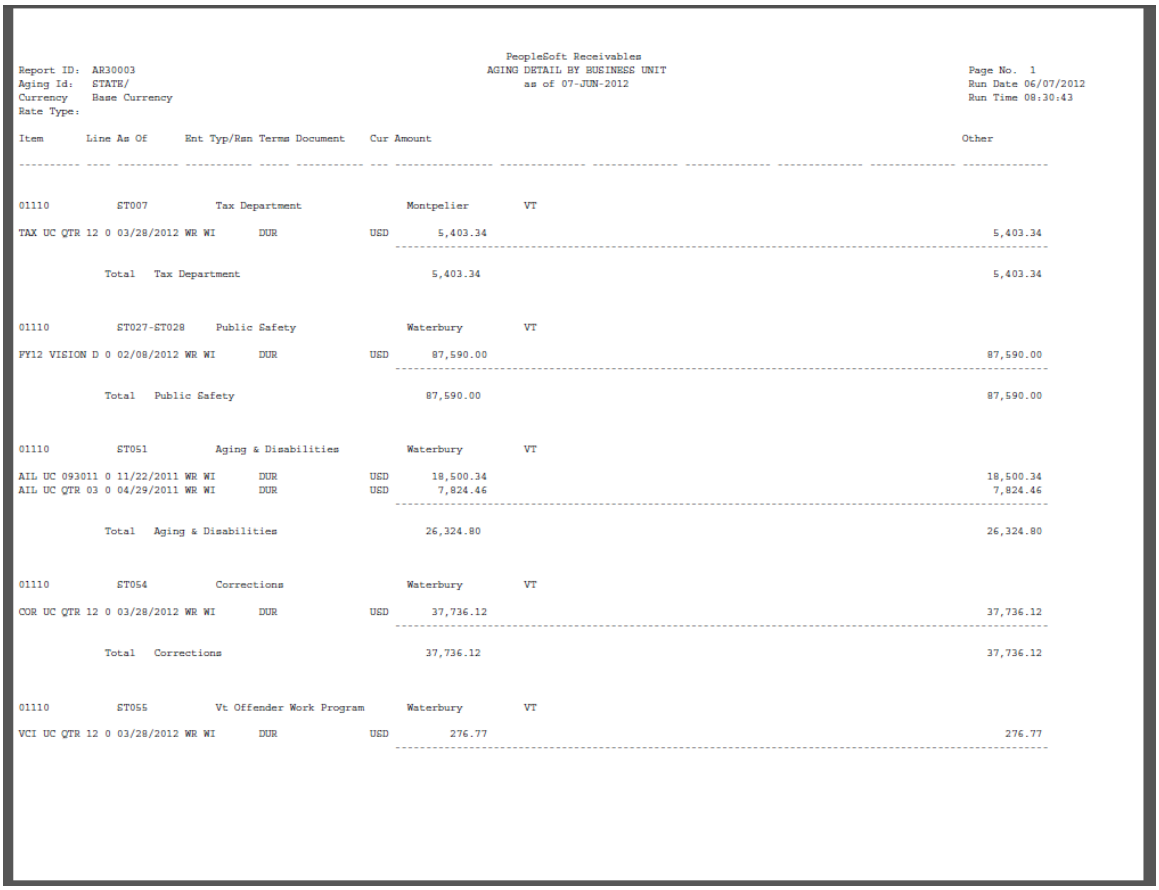


Click on the **Report Manager** link (top middle)

Click on the **Administration** tab.



Click on the link under Description field for the appropriate report.



PeopleSoft Receivables
Report ID: AR30003 — AGING DETAIL BY BUSINESS UNIT — Page No. 1
Aging Id: STATE/ — as of 07-JUN-2012 — Run Date 06/07/2012
Currency: Base Currency — Run Time 08:30:43
Rate Type:

Item	Line	As Of	Ent Typ/Rsn	Terms	Document	Cur	Amount					Other
01110	ST007	Tax Department				Montpelier	VT					
TAX UC QTR 12	0	03/28/2012	WR WI		DUR	USD	5,403.34					5,403.34
Total	Tax Department						5,403.34					5,403.34
01110	ST027-ST028	Public Safety				Waterbury	VT					
FY12 VISION D	0	02/08/2012	WR WI		DUR	USD	87,590.00					87,590.00
Total	Public Safety						87,590.00					87,590.00
01110	ST051	Aging & Disabilities				Waterbury	VT					
AIL UC 093011	0	11/22/2011	WR WI		DUR	USD	18,500.34					18,500.34
AIL UC QTR 03	0	04/29/2011	WR WI		DUR	USD	7,824.46					7,824.46
Total	Aging & Disabilities						26,324.80					26,324.80
01110	ST054	Corrections				Waterbury	VT					
COR UC QTR 12	0	03/28/2012	WR WI		DUR	USD	37,736.12					37,736.12
Total	Corrections						37,736.12					37,736.12
01110	ST055	Vt Offender Work Program				Waterbury	VT					
VCI UC QTR 12	0	03/28/2012	WR WI		DUR	USD	276.77					276.77

Report displays on monitor. To print report, click the print icon.

AGING DETAIL BY BUSINESS UNIT REPORT IS COMPLETE

QUERIES

Below is a list of queries for Accounts Receivables. Of course you should always run the VT_MER queries often to assure all data has processed successfully. On the Finance and Management Web Site, Training & Reference Material> VISION Manuals & User Reference Materials> Reporting Manual> Accounts Receivable> Accounts Receivable Public Queries you will find instructions for each of the queries.

Navigation: Reporting Tools> Query Viewer

- A short list AR queries

VT_MER_DEPOSITS_NOT_POSTED	Dep. not Dir Jrnls &not posted
VT_MER_GROUPS_NOT_POSTED	Pending items not yet posted
VT_MER_GROUPS_POSTED_NOT_JG	Groups posted not jg
VT_AR_ACCRUED_CUST_RECEIVABLES	AR Accrued Customer Receivable
VT_AR_ACCRUED_CUST_REC_DRILL	AR Accrued Customer Receivable
VT_AR_CUSTOMER_DEPS	Customer Deposits
VT_AR_CUSTOMER_DEPS_QUERY	Customer Deposits
VT_AR_CUST_OPEN_ITEMS	Customer open items for BU
VT_AR_DIRECT_JOURNALS	Direct Journals View
VT_AR_DIRECT_JRNLS_DEPOSIT	AR Direct Journals Deposit
VT_AR_DIRECT_JRNLS_DEP_DRILL	AR Direct Jrnls Dep Drilldown
VT_AR_DIRECT_JRNLS_QUERY	Direct Journals View
VT_AR_DIR_JRNL_BKACCT	dir jrnls w/prmpt bk acct & bu
VT_AR_DIR_JRNL_BK_PROMPT	dir jrnls bk acct prmpt no bu
VT_AR_JOURNAL_DRILLDOWN	customer deps not direct jrnls

VT_AR_OPEN_ITEMS_BU_AND_CUST	AR open items to be matched.
VT_AR_PENDING_ITEM_QUERY	VT AR Pending Item Query

For more information on Reports and Queries log on to the Finance & Management Web Site at:

http://finance.vermont.gov/training_ref/VISION_Manuals/reporting_manual

Customer Number List for State Agency's

BUSINESS UNIT NAME	PS BU	CUSTOMER #
Agency of Administration	01100	ST001
Dept of Information & Innovation	01105	ST002
Finance & Management/VISION-HR	01110	ST003
Finance & Management/UC		
Personnel-Governmental	01120	ST004
Personnel-Proprietary	01125	ST005
Libraries	01130	ST006
Tax	01140	ST007
Buildings & Gen Svc-Gov'tal	01150	ST008
Buildings & Gen Svc-Prop	01160	ST009
Buildings & Gen Svc-Capital	01180	ST010
Executive Office	01200	ST011
Legislative Council	01210	ST012
Legislator	01210	ST692
Joint Fiscal Office	01220	ST013
Sergeant at Arms	01230	ST014
Lieutenant Governor	01240	ST015
Auditor of Accounts-Gov'tal	01250	ST016
Auditor of Accounts-Prop	01255	ST017
State Treasurer-Gov'tal	01260	ST018
State Treasurer-Fiduciary	01265	ST019
State Labor Relations Board	01270	ST020
VOSHA Review Board	01280	ST021
Unorganized Towns & Gores	01290	ST022
Office of the Attorney General	02100	ST023
Office of the Defender General	02110	ST024
Judiciary	02120	ST025
State's Attorneys & Sheriffs	02130	ST026
Public Safety	02140	ST027-ST028
Military Department	02150	ST029
Center for Crime Victims Svcs	02160	ST030
Criminal Justice Training Council	02170	ST031
Fire Service Training Council	02180	ST032
Agriculture, Food & Markets	02200	ST033
Banking,Ins,Sec & Healthcare Auth	02210	ST034

Labor & Industry	02220		ST035
Secretary of State	02230		ST036
Medical Practice Board	02235		ST037
Public Service Department	02240		ST038
Public Service Board	02250		ST039
Enhanced 911 Board	02260		ST040
Vermont Racing Commission	02270		ST041
Human Rights Commission	02280		ST042
Liquor Control	02300		ST043
Vermont Lottery Commission	02310		ST044
	(03100)-		
Human Services Central Office	03400		ST045
# Office of VT Health Access	03410		ST693
Child Support Services Office	03110		ST046
	(03120)		
# Health	03420	(ST047)	ST695
# Vt State Hospital	03425		ST713
Social & Rehabilitation Services	03130		ST048
# Children & Family Services	03440		ST694
Prev,Assist,Trans,Health Access	03140		ST049
Dev & Mental Health Services	03150		ST050
Aging & Disabilities	03160		ST051
# Aging & Independent Living	03460		ST696
Industrial Homework Office	03165		ST052
# Aging & Independent Living-Proprietary	03465		ST697
St Economic Opportunity Office	03170		ST053
	(03180)		
Corrections	03480		ST054
	(03275)		
Vt Correctional Industries	03675		ST055
Vt Veterans' Home	03300		ST056
Governor's Commission on Women	03310		ST057
VT Dept of Labor (fka DET)	04100		ST058
Education	05100		ST059
Natural Resources Central Office	06100		ST060
Fish & Wildlife	06120		ST061
Forests, Parks & Recreation	06130		ST062
Environmental Conservation	06140		ST063
Environmental Board	06210		ST064

Natural Resources Board	06215	ST698
Water Resources Board	06220	ST065
Commerce & Community Dev Admin	07100	ST066
Housing & Community Affairs	07110	ST067
Economic Development	07120	ST068
Tourism & Marketing	07130	ST069
Vermont Life	07150	ST070
Agency of Transportation	08100	ST071
AOT-Proprietary	08110	ST072
Vtrans-Central Garage	08110	
Dept of Motor Vehicles	08100	ST691
VTrans-District 1-Bennington		ST699
VTrans-District 2-Dummerston		ST700
VTrans-District 3-Rutland		ST701
VTrans-District 4-White River		ST702
VTrans-District 5-Colchester		ST703
VTrans-District 6-Berlin		ST704
VTrans-District 7-St Johnsbury		ST705
VTrans-District 8-St Albans		ST706
VTrans-District 9-Derby		ST707
VTrans-Finance & Adminstration		ST708
VTrans-Operations		ST709
VTrans-Policy & Planning		ST710
VTrans-Program Development		ST711
VTrans-Traffic Shop		ST712
Vermont Municipal Bond Bank	09100	ST679
Vt Educ & Health Financing Bldg Agency	09110	ST680
University of Vermont	09120	ST681
Vermont State Colleges	09130	ST682
Vt Student Assistance Corp	09140	ST683
Vt Housing & Conservation Board	09150	ST684
Vt Economic Development Authority	09160	ST685
Vermont Geographic Information	09170	ST686
Special Environmental Revolving Fund	09180	ST687
Universal Service Fund	09190	ST688
Energy Efficiency Utility	09200	ST689
Vermont Sustainable Jobs Fund	09210	ST690

Customer Number List for Towns and Cities

TOWN/CITY NAME	VENDOR #	CUSTOMER #
Addison Town	39917	ST414
Albany Town	40368	ST415
Alburg Town	40269	ST416
Andover Town	40686	ST417
Arlington Town	39987	ST418
Athens town	40612	ST419
Averill Town	40180	ST420
Bakersfield Town	40211	ST421
Baltimore Town	40688	ST422
Barnard Town	40690	ST423
Barnet Town	40039	ST424
Barre City	40530	ST425
Barre Town	40539	ST426
Barton Town	40370	ST427
Barton Village	40372	ST428
Belvidere Town	40285	ST429
Bennington Town	39990	ST430
Benson Town	40441	ST431
Berkshire Town	40213	ST432
Berlin Town	40543	ST433
Bethel Town	40692	ST434
Bloomfield Town	40181	ST435
Bolton Town	40087	ST436
Bradford Town	40322	ST437
Braintree Town	40328	ST438
Brandon Town	40443	ST439
Brattleboro Town	40616	ST440
Bridgewater Town	40695	ST441
Bridport Town	39919	ST442
Brighton Town	40183	ST443
Bristol Town	39921	ST444
Brookfield Town	40330	ST445
Brookline Town	40622	ST446
Brownington Town	40375	ST447
Burke Town	40044	ST448
Burlington City	40096	ST449
Cabot Town	40547	ST450

Calais Town	40551	ST451
Cambridge Town	40287	ST452
Canaan Town	40187	ST453
Castleton Town	40447	ST454
Cavendish Town	40698	ST455
Charleston Town	40377	ST456
Charlotte Town	40109	ST457
Chelsea Town	40333	ST458
Chester town	40701	ST459
Chittenden Town	40451	ST460
Clarendon Town	40454	ST461
Colchester Town	40111	ST462
Concord Town	40190	ST463
Corinth Town	40335	ST464
Cornwall Town	39931	ST465
Coventry Town	40379	ST466
Craftsbury Town	40383	ST467
Danby Town	40460	ST468
Danville Town	40046	ST469
Derby Town	40386	ST470
Derby Village	40389	ST471
Dorset Town	39996	ST472
Dover Town	40625	ST473
Dummerston Town	40630	ST474
Duxbury Town	40553	ST475
East Haven Town	40192	ST476
East Montpelier Town	40556	ST477
Eden Town Treasurer	40290	ST478
Elmore Town	40293	ST479
Enosburg Falls Village	40216	ST480
Enosburg Town	40215	ST481
Essex Jct Village	40120	ST482
Essex Town	40115	ST483
Fair haven Town	40462	ST484
Fairfax Town	40220	ST485
Fairfield Town	40222	ST486
Fairlee Town	40337	ST487
Fayston Town	40559	ST488
Ferrisburgh Town	39933	ST489
Fletcher Town	40224	ST490
Franklin Town	40226	ST491
Georgia Town	40230	ST492

Glover Town	40394	ST493
Goshen Town	39935	ST494
Grafton Town	40633	ST495
Granby Town	40196	ST496
Grand Isle town	40273	ST497
Granville Town	39937	ST498
Greensboro Town	40398	ST499
Groton Town	40048	ST500
Guildhall Town	40198	ST501
Guilford Town	40636	ST502
Halifax Town	40639	ST503
Hancock Town	39940	ST504
Hardwick Town	40050	ST505
Hartford Town	40704	ST506
Hartland Town	40714	ST507
Highgate Town	40233	ST508
Hinesburg Town	40124	ST509
Holland Town	40401	ST510
Hubbardton Town	40464	ST511
Huntington town	40128	ST512
Hyde Park Town	40295	ST513
Ira Town	40466	ST514
Irasburg Town	40404	ST515
Isle La Motte Town	40276	ST516
Jamaica Town	40641	ST517
Jay Town	40406	ST518
Jericho Town	40131	ST519
Johnson Town	4032	ST520
Killington	40507	ST521
Kirby Town	40053	ST522
Landgrove Town	40001	ST523
Leicester Town	39942	ST524
Lemington Town	40199	ST525
Lincoln Town	39944	ST526
Londonderry Town	40643	ST527
Lowell Town	40410	ST528
Ludlow Town	40717	ST529
Ludlow Village	40721	ST530
Lunenburg Town	40202	ST531
Lyndon Town	40055	ST532
Lyndonville Village	40056	ST533
Maidstone	40204	ST534

Manchester Town	40003	ST535
Manchester Village	40005	ST536
Marlboro Town	40645	ST537
Marshfield Town	40562	ST538
Mendon Town	40470	ST539
Middlebury Town	39947	ST540
Middlesex Town	40567	ST541
Middletown Springs	40472	ST542
Milton Town	40134	ST543
Monkton Town	39956	ST544
Montgomery Town	40237	ST545
Montpelier City	40571	ST546
Moretown Town	40579	ST547
Morgan Town	40412	ST548
Morristown Town	40306	ST549
Mount Holly Town	40474	ST550
Mount Tabor Town	40476	ST551
New Haven Town	39958	ST552
Newark Town	40059	ST553
Newbury Town	40341	ST554
Newfane Town	40647	ST555
Newport City	40414	ST556
Newport Town	40426	ST557
North Bennington	40007	ST558
North Hero Town	40279	ST559
North Troy Village	40428	ST560
Northfield Town	40581	ST561
Northfield Village	40582	ST562
Norton Town	40205	ST563
Norwich Town	40725	ST564
Old Bennington Village	40009	ST565
Orange Town	40344	ST566
Orleans Village	40429	ST567
Orwell Town	39961	ST568
Panton Town	39963	ST569
Pawlett Town	40478	ST570
Peacham Town	40061	ST571
Peru Town	40011	ST572
Pittsfield town	40482	ST573
Pittsford Town	40484	ST574
Plainfield Town	40584	ST575
Plymouth Town	40727	ST576

Pomfret Town	40729	ST577
Poultney Town	40487	ST578
Poultney Village	40489	ST579
Pownal Town	40014	ST580
Proctor Town	40493	ST581
Putney Town	40650	ST582
Randolph Town	40360	ST583
Reading Town	40731	ST584
Readsboro Town	40016	ST585
Richford Town	40241	ST586
Richford Village	40243	ST587
Richmond Town	40142	ST588
Ripton Town	39965	ST589
Rochester	40734	ST590
Rockingham Town	40653	ST591
Roxbury Town	40588	ST592
Royalton Town	40737	ST593
Rupert Town	40020	ST594
Rutland City	40495	ST595
Rutland Town	40505	ST596
Ryegate Town Treasurer	40063	ST597
Salisbury Town	39968	ST598
Sandgate	40022	ST599
Searsburg Town	40024	ST600
Shaftsbury Town	40026	ST601
Sharon Town	40740	ST602
Sheffield Town	40067	ST603
Shelburne Town	40151	ST604
Sheldon Town	40257	ST605
Shoreham Town	39971	ST606
Shrewsbury Town	40509	ST607
South Burlington	40155	ST608
South Hero Town	40282	ST609
Springfield Town	40742	ST610
ST Albans Town	40253	ST611
ST Albans City	40245	ST612
ST George Town	40149	ST613
ST Johnsbury Town	40069	ST614
Stamford	40029	ST615
Stannard Town	40074	ST616
Starksboro Town	39974	ST617
Stockbridge Town	40751	ST618

Stowe Town	40312	ST619
Stowe Village	40316	ST620
Strafford Town	40649	ST621
Stratton Town	40663	ST622
Sudbury Town	40512	ST623
Sunderland Town	40032	ST624
Sutton Town	40077	ST625
Swanton Town	40259	ST626
Swanton Village	40264	ST627
Thetford Town	40351	ST628
Tinmouth Town	40561	ST629
Topsham Town	40353	ST630
Townsend Town	40665	ST631
Troy Town	40431	ST632
Tunbridge Town	40355	ST633
Underhill Town	40164	ST634
Vergennes City	39977	ST635
Vernon Town	40669	ST636
Vershire Town	40357	ST637
Victory Town	40206	ST638
Waitsfield Town	40590	ST639
Walden Town	40080	ST640
Wallingford Town	40518	ST641
Waltham Town	39980	ST642
Wardsboro Town	40672	ST643
Warren Town	40593	ST644
Washington Town	40359	ST645
Waterbury Town	40598	ST646
Waterbury Village	40603	ST647
Waterford Town	40083	ST648
Waterville Town	40318	ST649
Weathersfield town	40753	ST650
Wells River Village	40361	ST651
Wells Town	40521	ST652
West Fairlee Town	40364	ST653
West Haven Town	40523	ST654
West Rutland Town	40526	ST655
West Windsor Town	40759	ST656
Westfield Town	40436	ST657
Westford Town	40166	ST658
Westminster Town	40674	ST659
Westmore Town	40438	ST660

Weston Town	40757	ST661
Weybridge	39982	ST662
Wheelock Town	40085	ST663
Whiting Town	39985	ST664
Whitingham Town	40676	ST665
Williamstown Town	40366	ST666
Williston Town	40170	ST667
Wilmington Town	40679	ST668
Twindham Town	40684	ST669
Windsor Town	40761	ST670
Winhall Town	40034	ST671
Winooski City	40175	ST672
Wolcott Town	40320	ST673
Woodbury Town	40608	ST674
Woodford Town	40037	ST675
Woodstock Town	40770	ST676
Woodstock Village	40772	ST677
Worcester Town	40610	ST678